**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

# ADJUNCT FACULTY HANDBOOK

2020 - 2021

# DISCLAIMER

1

**TABLE OF CONTENTS**

Accreditation.................................................................................. 4

**SECTION I:  ORGANIZATION - THE TECHNICAL COLLEGE OF THE LOWCOUNTRY**
Technical College of the Lowcountry Mission & Vision ................................. 5
Technical College of the Lowcountry Philosophy & Strategic Goals ............. 6
History of the College...................................................................... 7
South Carolina Technical College System (SCTCS)................................. 8
The College Commission ................................................................ 8
College Foundation ....................................................................... 8
Organizational Chart ..................................................................... 9
Administration & Contact Information ......................................... 10

**SECTION II:  ACADEMIC AFFAIRS**
Academic Advising........................................................................ 11
Academic Calendar ...................................................................... 11
Academic Misconduct………………………………………………………11
Academic Freedom ...................................................................... 12
Adjunct Faculty Orientation & Development/Scheduled Activities………….. 12
Attendance - Students.................................................................. 12
Attendance (Online) – Students……................................................. 13
Cancellation of Classes/Changes to Class Schedule................................ 13
Children on Campus  ................................................................... 13
Classroom Assignments ............................................................... 14
Classroom Control ...................................................................... 14
Class Length ............................................................................. 14
Class/Grade Rosters.................................................................... 14
Confidentiality of Student Records.................................................. 14
Copyright ................................................................................. 15
Course Syllabi ........................................................................... 15
Curriculum Development............................................................... 15
Desk Copies of Books.................................................................. 15
Distance Learning/Technology-Based Instructional Delivery Systems......... 15
Dropping/Adding Courses .............................................................. 16
Dual Enrollment/Early College Credit Opportunity (ECCO)......................... 16
Emergencies/Safety on Campus........... .......................................... 16
English Fluency Requirements for Faculty Employment ............................ 16
Evaluation of Adjunct Faculty......................................................... 17
Evaluation Form………………………………………………………………18
Exam Schedule .......................................................................... 19
Faculty Attendance (Illness)…. ...................................................... 19
Field Trips................................................................................. 19
Grading System:  Recording of Grades/Final Grades .............................. 20
Grade Book ............................................................................... 20
Grade Changes ……………………………………………………………20
Grade Reports – Posting Grades..................................................... 21
Grading System.......................................................................... 21
Grade Review............................................................................. 23
Institutional Effectiveness............................................................. 23
Instructional Materials ................................................................. 23
Instruction – Technology….. .......................................................... 24
Intellectual Property Rights ........................................................... 24
Learning Resources Center (LRC).................................................... 24

## SECTION III:  STUDENT SERVICES

## SECTION IV:  BUSINESS AFFAIRS

**APPENDICES**

**PLEASE NOTE:  When this document was updated (10/2020), some documents hyperlinked in this handbook remained the same from previous years.**

# THE TECHNICAL COLLEGE OF THE LOWCOUNTRY

**Member of:**
American Association of Community Colleges (AACC)
American Council on Education (ACE)
National League for Nursing (NLN)
Servicemembers Opportunity College (SOC)

**Accredited by:**
**Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)**
1866 Southern Lane, Decatur Georgia 30033-4097, 404-679-4500
**Accreditation Commission for Education in Nursing (ACEN)**
3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326  (404) 975-5000
**Commission on Accreditation of Allied Health Education Programs (Surgical Technology) (CAAHEP)**
**1361 Park Street, Clearwater, FL  33756, 727-210-2350**
**Commission on Accreditation in Physical Therapy Education (CAPTE)**
1111 North Fairfax Street, Alexandria, Virginia 22314 • 703 706-3245
**Commission on Massage Therapy Accreditation (COMTA)**
5335 Wisconsin Avenue, NW, Suite 440, Washington, DC  20015  202-895-1518
**Joint Review Committee on Education in Radiologic Technology (JRCERT)**
20 N. Wacker Drive, Suite 2850, Chicago, IL  60606-3182, 312-704-5300
**National Association for the Education of Young Children (NAEYC)**
1313 L Street NW, Suite 500, Washington, DC  20005-4101, 202-232-8777 or 800-424-2460
**SC Department of Labor Licensing & Regulation Board of Nursing (SCLLR)**
Synergy Business Park, Kingstree Building, Suite 202, 110 Centerview Drive, PO Box 12367, Columbia, SC  29211-2367
**Approved by:**
**American Bar Association (ABA)**
321 N Clark Street, Chicago, Illinois 60610-7598, 800-285-2221
**Licensed by:**
**SC Department of Labor, Licensing & Regulation Board of Nursing (SCLLR)**
**SC State Board of Cosmetology**
PO Box 11329, Columbia, SC  29211  803-896-0226

**Equal Opportunity Employment/Affirmative Action**
It is the policy of the Technical College of the Lowcountry that no discrimination on the grounds of race, color, national origin, disability, religion, gender, or age will exist in any area of the College.  The College will make all decisions regarding recruitment, hiring, training, promotions and all other terms and conditions of employment without discrimination on the above grounds or on other factors which cannot lawfully be the basis for an employment decision. The Technical College of the Lowcountry reaffirms its policy of administering all its educational programs and related supportive services and benefits in a manner which does not discriminate because of a current student's, or prospective student's, race, color, national origin, disability, religion, gender, age, or other characteristics which cannot lawfully be the basis for provision of services.  In addition, the Technical College of the Lowcountry endorses the principle of affirmative action designed to remove any disparate effects of past discrimination because of race, color, gender, religion, age, or national origin.
**Americans with Disabilities Act (ADA)**
The Technical College of the Lowcountry does not discriminate on the basis of disability in admission, access, or employment in any program or activity. The College will comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990.  The Vice President for Student Affairs or his/her designee will serve as the administrative officer responsible for meeting with students having disability concerns.  The Human Resource Director will serve as the administrative officer responsible for meeting with individuals with employment concerns.  The College's ADA Committee will serve as the appeals and oversight committee.  The ADA contact is Rodney Adams (843-525-8219).
**Disclaimer**
This handbook does not constitute an expressed or implied contract between the College and any employee.  Only the President of the College and/or designee is authorized to enter into contracts.  As a state entity, the College is governed by the rules and regulations of the State of South Carolina, by the policies and procedures of the State Board for Technical and Comprehensive Education, and by the policies adopted by the College's Commission.  The handbook contains the College's general philosophy and many of its policies, procedures, and rules as approved by the appropriate governing bodies. However, this handbook is not intended to be all-inclusive.  It is also subject to updates and revisions as may be necessary when new or revised policies and procedures are approved by the State of South Carolina, the State Board for Technical and Comprehensive Education, and/or the TCL Commission.  Copies of these governing policies and procedures are available in the Offices of the President, Vice President for Academic Affairs, Vice President for Administrative Services, Vice President for Student Affairs, and the Human Resources Director, as well as in the Learning Resources Center. It is the policy of the Technical College of the Lowcountry to abide by the provisions of the Freedom of Information Act as stated in Chapter 4 of Title 30 Code of Laws of South Carolina 1976 and subsequent revisions.

# I.  ORGANIZATION

## Technical College of the Lowcountry
## Mission, Vision, Philosophy, and Goals Statements

The Technical College of the Lowcountry continues to re-examine its mission, clarify its vision for the future, and position itself to meet the ever-changing needs and the challenges of the Lowcountry. In support of this vision, the Commission of Technical College of the Lowcountry adopted the mission, philosophy, goals, and underlying values presented here.

## Technical College of the Lowcountry Vision
*Elevate each student and every community we serve through transformative technology and exceptional teaching.*

## Technical College of the Lowcountry Mission
*One of sixteen colleges comprising the South Carolina Technical College System, the Technical College of the Lowcountry traces its origin to the Mather School founded in 1868. The college is a comprehensive, public, two-year college dedicated to serving the diverse educational needs of the rural counties of Beaufort, Colleton, Hampton, and Jasper. The college annually serves approximately 10,000 credit and continuing education students, a mix of traditional, non-traditional, full-time, and part-time.*

*The Technical College of the Lowcountry provides quality, affordable academic and technical programs leading to Associate Degrees, Diplomas, and Certificates in an environment fostering excellence in teaching and learning. The college prepares graduates with knowledge and skills for transfer to senior colleges and universities and for careers in computer technology, industrial technology, engineering technology, occupational technology, business, health sciences, and public service.*

*The College serves as an effective partner in the economic and human resource development of the Lowcountry. As an open admissions institution, the Technical College of the Lowcountry offers academic, transfer, and specialized programs. Offerings include developmental education; arts and sciences; career development; specialized, contract courses tailored for specific businesses and industries; and continuing education to meet the workforce needs of the Lowcountry. In addition to responding to local and regional needs of the area, the College recognizes that state, national, and international issues affect the lives of the citizens of the Lowcountry and responds to these issues appropriately.*

*In support of its educational programs and services the College offers comprehensive student development services to all who seek to better their lives through education. In an atmosphere of shared values, the College encourages creativity, innovation, and resourcefulness among its students, faculty, staff, and administrators. With a commitment to excellence, the Technical College of the Lowcountry creates a positive, student-centered environment. The College empowers individuals by enabling them to learn and to develop throughout their lifetimes.*

*Adopted by the TCL Commission, November 18, 2002*
*Approved by the Commission on Higher Education, January 9, 2003*
*Reaffirmed and Modified by the TCL Commission, October 8, 2009*
*Modifications Approved by the Commission on Higher Education, November 24, 2009*
*Reaffirmed by the TCL Commission, October 14, 2010; October 27, 2011; October 18, 2012*
*October 18, 2013; October 22, 2014*
*Reaffirmed by the TCL Commission, September 8, 2015*
*Reaffirmed by the TCL Commission, November 17, 2016*
*Reaffirmed by the TCL Commission, October 19, 2017*
*Reaffirmed by the TCL Commission, October 18, 2018*
*Reaffirmed by the TCL Commission, October 17, 2019*

Statement of Non-Discrimination
The Technical College of the Lowcountry is committed to a policy of equal opportunity for all qualified applicants for admissions or employment without regard to race, gender, national origin, age, religion, marital status, veteran status, disability or political affiliation or belief.

**Philosophy**

A learning centered college, the Technical College of the Lowcountry encourages creativity, innovation, resourcefulness, and responsibility.  In all of its endeavors the college creates a positive, student-centered environment emphasizing learning.  While the college is responsive to local and regional needs, it recognizes that state, national, and international issues affect the lives of the citizens of the Lowcountry.  With its comprehensive programs, the college offers Lowcountry residents the opportunity to enter higher education, to keep their skills up to date and to learn throughout their lifetimes. Through its technical and college transfer programs, the college serves as an effective partner in economic and human resource development in the Lowcountry.

**Strategic Goals**

The Technical College of the Lowcountry has four major goals:

**Goal I:**  Increase Enrollment

**Goal II:**  Ensure Relevancy

**Goal III:** Increase Student Success

**Goal IV:** Increase Retention

# History of the College

| Year | Event |
|---|---|
| 1711 | The Town of Beaufort established. |
| 1861 | Union troops occupy Beaufort. |
| 1862 | Penn School founded to educate newly liberated slaves. |
| 1868 | The Mather School for daughters of former slaves established. |
| 1881 | Mrs. Mather deeds the property to the New England Baptist Missionary Association. |
| 1901 | First elementary class of three members graduates. |
| 1932 | Mather School high school program approved by the South Carolina State Department of Education as Mather Industrial School – 12 grades are now being taught. |
| 1954 | The Junior College Department organized to provide increased educational opportunities for high school graduates in the greater Beaufort area and allow male students to enroll. |
| 1955 | Mather School accredited by the Southern Association of Colleges and Schools. |
| 1956 | Mather Junior College graduates first class. |
| 1966 | Mather School one of three schools designated by the Office of Economic Opportunity for a pilot project designed to assist high school graduates in this section of South Carolina to overcome certain academic deficiencies before entering college. |
| 1967 | The Board of Trustees of the Mather School, in concurrence with the American Baptist Home Mission Societies vote to offer the campus and buildings to the South Carolina State Board of Education for use as a State Area Trade School and to effect a merger relationship with Benedict College, Columbia, South Carolina. |
| 1968 | Mather School concludes 100 years of unique educational service to the greater Beaufort area. The campus is given to the state of South Carolina as an area trade school. |
| 1969 | The South Carolina General Assembly transfers the administration of Beaufort Area Trade School from the Department of Education to the State Board for Technical and Comprehensive Education (SBTCE). |
| 1970 | The School becomes known as the Beaufort Regional Training Center. |
| 1972 | The Center becomes part of the State Technical College System under the State Board for Technical and Comprehensive Education and renamed the Beaufort Technical Education Center. |
| 1974 | State Board designates a four-county service area – Beaufort, Hampton, Jasper and Colleton counties. A branch campus is established in Hampton County. |
| 1978 | The Center is accredited by the Southern Association for Colleges and Schools. |
| 1979 | The Center's name is changed to Beaufort Technical College. Off-Campus military education programs at the Marine Corps Air Station in Beaufort and the Marine Corps Recruit Depot at Parris Island are begun. |
| 1981 | Student Support Services, a program offering counseling to high risk, first- generation college students is begun. Part of the federal government TRIO programs. |
| 1982 | College receives funding for the Upward Bound Program, part of the federal government TRIO programs. Area high school students selected for special counseling and tutoring. |
| 1983 | The College's Hilton Head Island Center is opened and the Beaufort Technical College Foundation is established. |
| 1984 | SACS Reaffirmation. |
| 1985 | College receives funding for Talent Search, a program providing career and college counseling in area high schools. Part of the federal government TRIO programs. College becomes one of only three colleges in the state to offer all three of the TRIO programs. |
| 1986 | Legislation is introduced to establish an area commission, a local government board for the College. |
| 1987 | Dr. Anne S. McNutt appointed President. |
| 1988 | College changes name to "Technical College of the Lowcountry" to reflect its four-county service area. The Foundation is also renamed. |
| 1990 | Associate of Arts and Associate of Science degrees are offered. |
| 1991 | The Hampton Center is renamed H. Mungin Center in honor of Halbert Mungin, who served as Hampton County's representative on the TCL Commission from 1987-1990. |
| 1992 | Converted from quarters to semesters. |
| 2005 | Groundbreaking for the New River Campus |
| 2006 | New River Campus opens doors for classes and dedicates campus |
| 2008 | Dr. Thomas C. Leitzel appointed President. |
| 2009 | College vision statement is implemented. |
| 2009 | TCL and The Mather School Coastal/Lowcountry Alumni & Associates dedicate the Wildy Memorial Garden. |
| 2010 | Five-year strategic planning process begins. |
| 2010 | Whale Branch Early College High School opens. |
| 2011 | Exterior renovations are completed to the historic Mather School building Moor Hall. |
| 2011 | College completes facility master plan. |
| 2011 | TCL and Colleton County open the Colleton Career Skills Center |
| 2011 | The New River Campus building is named for former commission chairman Angus Cotton |
| 2012 | $1.2 million Hampton Campus renovation completed. |
| 2014 | Dr. Richard J. Gough appointed President |
| 2014 | TCL Accreditation is reaffirmed by SACSCOC (Southern Association of Colleges & School, Commission on Colleges). |
| 2018 | TCL celebrates 50 years of community college and 150 years of The Mather School. |

**South Carolina Technical College System (SCTCS)**

The SC State Board for Technical and Comprehensive Education operates the SC Technical College System. The System is comprised of 16 technical colleges located strategically across the state and its statewide affiliate programs: the Center for Accelerated Technology Training's readySC™ program and Apprenticeship Carolina.

The SC Technical System is committed to helping increase the employability of all South Carolinians by ensuring they are fully prepared for the careers of today – and tomorrow. As the largest higher education system in the state, the System provides its credit and continuing education students with a comprehensive education and a fast track to a rewarding career. In addition, the System's nationally-recognized affiliate programs are designed to train or re-train employees so that companies new to South Carolina, and existing businesses alike, can continue to prosper, expand, and help spur job growth and economic development opportunities across the state.

The SC Technical College System is not only preparing students of all ages for real work today, but also demonstrating a commitment to increasing the employability of all South Carolinians and ultimately enhancing the quality of life for all.

The Board of the South Carolina Technical College System, which is made up of seven Congressional District members (representing the seven districts) and four members at-large who are appointed by the Governor, has jurisdiction over the 16 two-year technical colleges.  The South Carolina Technical College System is also responsible for developing and implementing adequate post-high school vocational and technical programs, coordinating curriculum offerings, administering financial management, and providing start-up training for new or expanding industry.

The South Carolina Commission on Higher Education (CHE) is the coordinating commission for all of higher education in South Carolina including the sixteen colleges of the technical education system.

**The College Commission**
Technical College of the Lowcountry is governed by a seven-member Commission composed of representatives from each of the four counties served by the college.  Commission members are appointed by the Governor upon recommendation of the college's legislative delegation.  The members of the Commission for the college are:

| | |
|---|---|
| **Representing Beaufort County:** | Mr. James Boozer |
| | Mr. Randy Dolyniuk |
| | Mr. Heath Duncan |
| **Representing Colleton County:** | Mr. David M. Smalls |
| **Representing Hampton County:** | Dr. William Small, Jr., Chairman |
| **Representing Jasper County:** | Ms. Sheree Darien, Secretary/Treasurer |

**College Foundation**
Founded in 1983, the TCL Foundation is a separate 501(c) (3) nonprofit organization dedicated to the support of the Technical College of the Lowcountry. The Foundation cultivates private support to help the college achieve its goals.  Gifts to the college through the TCL Foundation provide a margin of excellence that enhances the college's teaching and service capacity. Donors may specify how their gift funds should be used. Contributions may support student scholarship, academic programs, faculty development, or emerging initiatives. The Foundation raises funds through events, donor meetings, direct mail and email solicitations, grant applications, and an employee giving campaign.  It relies on the generous contributions of individuals, businesses, industries, civic and professional groups, foundations, and alumni to accomplish Foundation goals and objectives. The Foundation is comprised of a volunteer Board of Directors made up of community members representing TCL service areas.

TCL Foundation goals include:
- *Providing financial support for TCL through fund raising activities;*
- *Promoting valued community partnerships through engagement with civic leaders, recognition of faculty and staff, stewarding friends of the college, and expanding awareness of the college;*
- *Supporting emerging academic programs;*
- *Providing fiscal oversight and guidance of private support for the college.*

**Organizational Chart**

Administration of operational activities for the college is shared by three vice presidents who report directly to the college president.

The Vice President for Academic and Student Affairs is responsible for academic programs involving full-time and adjunct faculty. The Vice President works directly with four academic division deans: Arts & Sciences (including Developmental Education and College Preparatory Studies), Business & Industrial Technologies, Culinary and Hospitality, Health Sciences and one non-academic division dean, Dean for Learning Resources. The Associate Vice President of Enrollment Services/Registrar and the Associate Vice President for Student Affairs are also direct reports to the Vice President. The office is responsible for all the planning, development, coordination, review, accreditation, and administration of each program. The Vice President has responsibility for the college's student support services in the areas of: Student Records, Financial Aid, Campus Life, Student Support Services, Educational Talent Search, Disability Services, Retention, Probation & Suspension, and Judicial Affairs. This office oversees Testing Services and Dual Enrollment/ECCO (Early College Credit Opportunities).

The Vice President for Administrative Services has responsibility for all business and financial matters and works directly with the following: Human Resources, Accounting, Bookstore, Cashier, Purchasing, Facility Management, Campus Security, and Information Technology. The office oversees all of these departments on the Beaufort, New River, and Hampton campuses.

The Vice President for Institutional Advancement and External Relations is several offices: the Foundation, Marketing & Public Relations, Institutional Research & Planning, Institutional Effectiveness & Strategic Planning and Business & Workforce Solutions. All of these offices work together as a whole and have developed a strategic, integrated method of managing relationships to increase understanding and support among the college's key constituents including alumni, faculty and staff, boards (foundation and commission), members of the community, businesses and government policy makers.

An Organizational Chart is provided in Appendix A.

# TCL Administration & Contact Information - Unless otherwise stated, Area Code is:  843

| College Administration | Location/Contact – | |
|---|---|---|
| Dr. Richard J. Gough<br>President | Building 6-101<br>rgough@tcl.edu | 525-8246 |
| Nancy Weber<br>Vice President for Academic & Student Affairs | Building 2-209<br>nweber@tcl.edu | 525-8244 |
| Janis Hoffman<br>Vice President for Administrative Services | Building 2-122<br>jhoffman@tcl.edu | 525-8333 |
| Larry Beckler<br>New River Campus Administrator | Building 50-109<br>lbeckler@tcl.edu | 470-6001 |
| **Academic Affairs/Division Deans** | | |
| Shunda Ware<br>Dean, Business & Industrial Technologies | Building 14-118<br>kboniecki@tcl.edu | 525-8241 |
| Dr. Gayle Tremble<br>Dean, Arts & Sciences | Building 9-102<br>gtremble@tcl.edu | 525-8281 |
| Dr. Glenn Levicki<br>Dean, Health Sciences | Building 4-109<br>glevicki@tcl.edu | 525-8267 |
| Sasha Bishop<br>Director, Learning Resources | Building 12-203<br>sbishop@tcl.edu | 525-8245 |
| Chef Miles Huff, CCE<br>Dean, Culinary & Hospitality | Building 2-206<br>mhuff@tcl.edu | 525-6046 |
| **Key Instructional Area Contacts** | | |
| Vacant, Administrative Support<br>TCL-Hampton Campus, H. Mungin Center | Building 32-105<br>semiller@tcl.edu | (803) 943-4262 or x2003 |
| Hayes Wiser<br>Chief Information Officer<br>IT Support | Building 2-122<br>hwiser@tcl.edu<br>support@tcl.edu | 525-8333<br>521-7315 (cell) |
| Jodi Cummins<br>Assoc. Dir. Tutoring/Academic Open Lab Resources | Building 9-129<br>jcummins@tcl.edu | 470-5969 |
| Rhonda Cole-Green<br>Director, Testing Center | Building 2-223<br>rcole@tcl.edu | 525-8229 |
| Vacant<br>Admissions/Dual Enrollment Coordinator | Building 2-103<br>ehazel@tcl.edu    (Early College Credit Opportunities) | 525-8336 |
| Elaine Maury<br>Administrative Assistant, VP Academic/Student Affairs | Building 2-210<br>emaury@tcl.edu | 525-8244 |
| Rick Ernest<br>Instructional Support Services, Online Course Coord.<br>Blackboard | Building 12/205<br>rernest@tcl.edu<br>http://www.tcl.edu/current-students/blackboard | 525-8317<br>Blackboard Support 24/7<br>1-877-736-2586 (toll-free) |
| Help Desk<br>(to reset passwords for Self-Service) | Building 2-115<br>helpdesk@tcl.edu | 525-8344<br>https://selfservice.tcl.edu/Student/Account/Login |
| James Rivers<br>Student Development Coord. (career assessmt/retention) | Building 2-205<br>jnrivers@tcl.edu | 525-8353 |
| Rodney Adams<br>Associate VP Student Affairs (probation/suspension) | Building 2-203<br>radams@tcl.edu | 525-8219 |
| Allison Canning<br>Associate VP Enrollment Services | Building 2-105<br>acanning@tcl.edu | 525-8210 |

# ACADEMIC AFFAIRS

**Academic Advising**                                    **TCL POLICY 3-1-308**
It is the policy of the Technical College of the Lowcountry that all full-time faculty members are required to provide academic advisement to assigned students.  Adjunct faculty are not assigned advising duties.  Adjunct faculty members serve as role models.  Adjunct faculty should refer students to their individual academic advisors for assistance in program planning.

The role of the academic advisor is to assist the student in making sound academic decisions related to program planning, course selection, course load, and academic performance and to act as a liaison between the advisee and college faculty and administrators.  Faculty members, with their experiential background and communication skills, are ideal individuals to share the responsibility for quality academics with their individual academic advisees.  Assisting students as they move through their programs of study at the college is a vital role of full-time faculty.  Advisors are assigned according to the first letter in the last name of students who have declared a particular program of study, as shown by the curriculum code on the student's application.  Admissions counselors assign advisors at the time the student's application to the college is processed.

The Advisor/Program Contact Chart is available in the Faculty Resources section on the TCL website (under Academics on TCL's Home page).

**Academic Calendar**                    **2020 Fall, 2021 Spring, 2021 Summer Calendars**
The Academic Calendar for the current year is placed under the Faculty Resources section on the
TCL's website (under Academics on TCL's Home page).

**Academic Misconduct**
All forms of academic dishonesty including cheating on tests, plagiarism, collusion, and falsification of information will call for discipline.  Alleged violations will be handled according to the procedures presented in the Student Code

1.      Cheating on tests is defined to include the following:
   a.      Copying from another student's test or answer sheet;
   b.      Using materials or equipment during a test not authorized by the person giving the test;
   c.      Collaborating with any other person during the test without permission;
   d.      Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration;
   e.      Bribing or coercing any other person to obtain tests or information about tests;
   f.      Substituting for another student or permitting any other person to substitute for oneself;
   g.      Cooperating or aiding in any of the above.

2.      "Plagiarism" is defined as the appropriation of any person's work and the unacknowledged incorporation of that work in one's own work offered for credit.
3.      "Collusion" is defined as knowingly assisting another person in an act of academic misconduct.
4.       "Fabrication" is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.

Academic dishonesty at TCL will not be tolerated.  The Student Code which is published in the Student Handbook section of the TCL online catalog details the procedures to be followed when academic dishonesty is alleged. Faculty should take every step possible to discourage academic dishonesty.  Please contact your division dean to discuss any situation in which you believe academic dishonesty may be involved or for any additional information about this process.  Suspected student code violations should then be referred to the Vice President for Academic Affairs designee, Rodney Adams, Dean of Students at radams@tcl.edu

**Academic Freedom**                                    [TCL POLICY 3-1-304](#)

The Technical College of the Lowcountry Policy Number 3-1-304 for Academic Freedom reads:

*To ensure an instructional program marked by excellence, it is the policy of Technical College of the Lowcountry to support and defend academic freedom.  In the development of knowledge, research endeavors, and creative activities, faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism.  The faculty members are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching matters which have no relation to the subject being taught.  Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs.*

*Technical College of the Lowcountry also recognizes that every freedom carries with it attendant responsibilities.  Faculty members must fulfill their responsibilities to society and to their profession by manifesting academic competence, professional discretion, and good citizenship.  When they speak or write as a citizen, they will be free from institutional censorship or discipline, but their special position in the community imposes special obligations.  As professional educators, they must remember that the public may judge their profession and their institution by their utterances.  Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make efforts to indicate that they are not speaking for the institution.*

*At no time shall the principles of academic freedom prevent the institution from making proper efforts to assure the best possible instruction for all students in accordance with the objectives of the institution.*

**Adjunct Faculty Orientation and Development/Scheduled Activities**

The division dean will acquaint adjunct faculty with the college, the division, teaching assignments and provide adjunct faculty with the following documents emphasizing essential information:

- Adjunct Faculty Handbook
- TCL website:  College Catalog, Faculty Resources, Course Search, etc.
- Course Syllabi
- Textbooks and other course materials

Division orientations may be held at the beginning of the semester, specific to the teaching discipline. The division dean or designee will provide assistance, as needed, in teaching methods, classroom management, and student relations.

Faculty professional development activities are generally scheduled at the beginning of the fall and the spring semesters for all full-time and adjunct faculty.  Adjunct faculty members are invited to attend these activities in addition to the required orientation activities.

**Attendance - Students**                              [TCL POLICY 3-1-307](#)

The College's statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- *Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.*

- *Students taking an online/internet class must sign in **and** complete an assignment designated by the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days **from the start of the semester** must be dropped from the class for NOT ATTENDING.*

- *Reinstatement requires the signature of the division dean.*

☐ In the event it becomes necessary for a student to withdraw from the course *OR if a student stops attending class*, **it is the student's responsibility to contact the instructor via e-mail requesting to be withdrawn from the class.** Withdrawing from class may have consequences associated with financial aid and time to completion. Students are strongly encouraged to consult with Financial Aid prior to withdrawing from any class, particularly if the student is currently on a warning or probation status.

☐ When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdraw the student with a grade of *W*, *WP*, or *WF* depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance
*or*
☐ Under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented when the allowed absences are exceeded.

☐ Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

☐ A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

## Attendance (Online) – Students

For all online courses, students must complete an assignment designated by the instructor during the first week of classes.  The instructor will drop the student from the course if the initial assignment is not completed.

Instructors will withdraw students from class when 90% attendance is not maintained.  Attendance in an online course is defined by regular course access and by timely completion of assignments as required by the instructor.  Each student will be expected to access the web class at least once a week and complete 90% of assignments on time.  Additional access is encouraged and may be necessary for successful completion of classes.

Failure to log in and complete assignments will result in the student being withdrawn from the course.  The instructor will assign a grade of *W*, *WP*, or *WF* based upon the student's academic standing at the last date of attendance, which is the last login.  Students are responsible for any financial matters associated with an administrative withdrawal.  If a student fails to email the instructor (using the my.tcl.edu email account) requesting to be dropped from the course and has not submitted the initial assignment required during the first week of class, the instructor will assign a "Never Attended" code in the student information system (TCL Self-Service) no later than ten calendar days after the first day of the class.  Students who are dropped as a result of never attending are still responsible for all fees associated with the course.

## Cancellation of Classes (Changes to Class Schedule)          TCL POLICY 3-1-306
                                                                                              TCL PROCEDURE 3-1-301.5

After submission of the class schedule, any change (e.g., instructor, meeting time, or deletion of section) must be recommended by the division dean to the Vice President for Academic Affairs.  The division dean is responsible for checking the request for correctness of the information and evaluating the request against instructor loads, class size, and facility use. The division dean will also insure that the request does not cause any unnecessary impact on the other instructional divisions.  Once the schedule has been finalized, any changes are coordinated through the Vice President for Academic Affairs Office and made by the Student Records Office.

## Children on Campus                                          TCL POLICY 6-1-612

In order to promote an environment conducive to teaching and learning, it is the policy of the college to ensure that children are not left unattended on campus and that classes or services are not disrupted by children. Faculty, staff, and students shall not bring children to work or class even if the children are being watched by someone

else while the employee is working or the student is in class.  The college cannot assume the responsibility for supervision of children of faculty, staff, or students.

Although the Learning Resources Center is open to the general public, it is available for use by children under age twelve for reading and research only when they are under the direct supervision of a parent or legal guardian.

**Classroom Assignments**
When the schedule of course offerings is submitted to the Academic Affairs Office each academic term, a classroom is assigned to each section.  An effort is made to assign rooms convenient to both students and faculty.  Faculty will teach their courses in the rooms assigned to them. Changes to classroom assignments should be recommended by the division dean to the Vice President for Academic Affairs.  Appropriate notices on classroom changes should be posted following approval of the change.

After rooms are assigned to all credit courses, space is scheduled according to the following priorities: non-credit courses or seminars, college meetings, community meetings, and other agency/organization sponsored activities.  All use of classroom and laboratory space must be officially requested in order to avoid room conflicts.  As with credit courses, room assignments may not be changed without official approval.

For safety and security reasons, evening classes (at the Beaufort campus) are located in buildings on the west side of campus.  No classes are scheduled in buildings on the east side of campus.

**Classroom Control**
Teaching faculty should not jeopardize the progress of a class by permitting the continued presence of any student whose behavior, in any way, adversely affects the class.  While the responsibility for and the administration of classroom discipline ordinarily rests with the teaching faculty member, disciplinary problems should be referred to Rodney Adams (Dean of Students), the Vice President for Academic Affairs designee, to be resolved (radams@tcl.edu).  Faculty should read and familiarize themselves with the Student Affairs Resources Guide document listed in the Faculty Resources section on the TCL website along with the Student Concern Form located in the Faculty Resources section on the TCL website or the Student Early Alert Referral Form through Etrieve in Self-Service.  All faculty should have access to the Student Early Alert Referral Form. Go to "tclcontent.etrieve.cloud", click on "Faculty and Staff" and then click the purple square with the white square and select "Central".  Then under "Forms", the Early Alert Referral Form, is listed.

**Class Length**
Class length is shown on the schedule for the academic term in which the class is being taught.  Faculty members are expected to hold classes for the full length of time as indicated by the class schedule.

**Class/Grade Rosters**                                    **TCL PROCEDURE 4-1-404.9**
The official record of a student's course enrollment is maintained in the computer generated class roster through the Self-Service system.  Individuals whose names do not appear on the class roster will not be considered TCL students.

Preliminary class rosters are available through Self-Service.  Faculty are responsible for reporting inaccuracies to the Student Records Office **no later than ten (10) calendar days after the first day of class**.

Grades are assigned by the course instructor as detailed in TCL Procedure 3-1-301-7 and entered into the Self-Service system by the established deadline.  The Student Records Office verifies the grade rosters.

**Confidentiality of Student Records**                    **FERPA Release Form (Fac Resources)**
It is the policy of the Technical College of the Lowcountry to ensure that confidentiality of student information is maintained.  Access to student records shall be in accordance with the Family Education Rights and Privacy

Act of 1974 (FERPA) and other relevant laws and updated provisos. A student's cumulative record will not be released outside the jurisdiction of the Student Services Division to any person(s), corporation, or agency without the duly authorized consent of the student concerned.

The following data shall be documented within each cumulative record of any and all persons other than those designated who may have lawful and legitimate access to a given record(s): (1) name of person requesting information, (2) title, (3) agency/school, (4) legitimate interest, and (5) date obtained.

Students wishing to share their academic/financial aid information with others including their parents, must complete TCL's FERPA Release forms (academic form and financial aid form) located in the Faculty Resources section on the TCL website. The academic FERPA Release form will download.

## Copyright                                          TCL PROCEDURE 3-1-301.20
Faculty members are responsible for knowing and following the TCL Copyright Procedure. A variety of copyright resources are available to faculty, which can be requested through the Library/Learning Resource Center, including books and electronic materials. A copyright information guide is also available at Copyright - LibGuides at Technical College of the Lowcountry Contact the Director for Learning Resources with copyright questions or concerns.

## Course Syllabi                                     TCL PROCEDURE 3-1-301.10
The college has adopted a common course syllabus format that is to be used for each course. The division dean is responsible for reviewing all course syllabi to ensure they are in compliance with the standard requirements. Syllabi not meeting the criteria are returned to the faculty member for revision. Course syllabi are available in the Current Students section on the TCL Homepage.

The course syllabus is to be distributed at the first class meeting or made available online via Blackboard. Syllabi should be reviewed with students at the first class meeting. Course syllabi must contain grading and evaluation methodologies which properly discern levels of student performance and which allow the instructor to determine whether a student has met the course objectives and required learning outcomes. For assistance with syllabus development, see your division dean.

## Curriculum Development
Curriculum and course development, changes, and evaluation are responsibilities of every teaching faculty member. Insofar as possible, curriculum development will be accomplished as part of a faculty member's normal workload. Any addition, deletion, or change in any college curriculum must be approved by the Curriculum Committee and the Vice President for Academic Affairs prior to implementation. Certain curricula changes also require approval from the TCL Commission, State Technical College System (SCTCS), the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), South Carolina Commission on Higher Education (CHE), and the Veterans Administration (VA).

## Desk Copies of Books
Complimentary copies and desk copies requested on TCL stationery or electronically will become the property of the division in which the instructor is employed to teach.

## Distance Learning                                  TCL POLICY 3-1-322
**Technology-Based Instructional Delivery Systems**
It is the policy of the Technical College of the Lowcountry to encourage development and implementation of technology-based delivery systems to provide educational programs and services for students on and off campus. These delivery systems must have explicit goals and purposes congruent with the college mission and demonstrate their quality and effectiveness through consistently planned evaluation.

TCL provides Adobe Connect licenses for faculty and staff use. Adobe Connect is a video conferencing platform that allows instructors to create and host online meetings, record lectures/classroom sessions, and have online

office hours.  If you are interested in getting an Adobe Connect account or receiving training, contact Rick Ernest at rernest@tcl.edu or 525-8317.

The school can also provide licenses for Camtasia, a video editing suite that enables faculty to create video lectures, feedback, and tutorials.  Camtasia also offers captioning tools that can make your course content accessible to your students.  Coordinate with your Division Dean to request a copy of the software.

**Dropping/Adding Courses**                                    **TCL PROCEDURE 4-1-404.6**
**Student Initiated**
A student may change his/her course schedule during the scheduled Section Swap period of each academic term.  The Section Swap period allows students to drop a course or exchange course sections (swap a course).  The Section Swap period occurs during the first five days of classes for the fall and spring semesters and the first three days for the summer semester and mini-semesters.
This process should be initiated by the student with an email to the instructor and the advisor (using the official student email @my.tcl.edu).  The student should have the approval of his/her academic advisor.

If the student wants to drop a course, the instructor inputs the course drop in Self-Service.

If a student wants to swap course sections, **only the Division Dean** can exchange course sections in the administrative software system.  The division deans should check for instructor/advisor approvals and section capacity before making the course section change in the administrative software system.  The student's name will not appear on the official class roll, and the student will not be allowed to attend the new class until changes are entered into the administrative software system and applicable fees are paid.  See also Attendance, pages 14 & 15.

**Dual Enrollment**                                            **DUAL ENROLLMENT/ECCO**
**Early College Credit Opportunity (ECCO)**
South Carolina has enacted the Education and Economic Development Act (EEDA) to promote career planning and career success.  The Early College Credit Opportunities (ECCO) Program provides high school students with college credit while still attending high school.  A junior or senior high school student may be an applicant for the ECCO program and be considered for enrollment at the college.  Early enrollment requires a special agreement between three parties; the college, the parent or guardian, and the principal or guidance counselor of the school or agency where the applicant is attending.

**Emergencies/Safety on Campus**
With campus incidents on the rise, it is the responsibility of the campus community to safeguard the lives of our students, co-workers, and visitors.  Every room on campus has a bright red and white Emergency Response Guide booklet hanging on the wall.  Every instructor should read the booklet and know what to do in the event of an emergency on campus.  The booklet has instructions for the following emergency situations:  an active shooter/hostage, bomb threat, lockdown, fire, medical emergencies and hazardous weather situations.  There are important emergency phone numbers for campus, city, county, and state agencies.  The college has two fire drills each year, one in the fall semester and one in the spring semester.  At least once each year, there is a mock drill involving an active shooter/hostage situation to practice lockdown and recovery procedures.  There is also an Emergency Response Plan and Safety & Security Plan/Manual on the Everyone server.

**English Fluency Requirements & Faculty Employment**    **TCL PROCEDURE 6-1-601.11**
This procedure ensures that (1) all permanent and adjunct faculty, whose first language is other than English and who teach one or more credit courses, possess adequate proficiency in both the written and spoken English language and (2) appropriate response is given to student complaints about an instructor's English fluency.  Contact the division dean or the Vice President for Academic Affairs for further information.

**Evaluation of Adjunct Faculty**                    **TCL PROCEDURE 3-1-301.22**

The purpose of this procedure is to outline the process for evaluating and documenting the performance of adjunct faculty.  Full-time and adjunct faculty at the Technical College of the Lowcountry are evaluated by students and supervisors on a regular basis.  These evaluations are intended to provide feedback for faculty on the effectiveness of their classroom instruction, aid in their professional growth and development, and facilitate the improvement of instruction.
Student evaluations are conducted fall and spring semesters.  Optional evaluations are available in the summer semester or upon request.  Any supervisor may request an evaluation of any faculty member in their area of responsibility.

The purpose of evaluation of adjunct faculty is three-fold:

- To assist the faculty member, as part of an ongoing faculty development process, to improve instruction by ascertaining strengths as well as areas in need of further attention.

- To provide the student an opportunity to present evaluations in a constructive and effective manner.

- To provide the division dean with information to use in evaluating and improving instructional quality, course structure and materials, and the determination of future adjunct assignments.

This procedure ensures that:

1.    The division dean or designee monitors adjunct faculty activities and performance related to teaching.  Adjunct faculty members have students in each class evaluate instruction using the student evaluation forms.  Packets for traditional and live-broadcast courses are provided through the division office to the adjunct faculty in accordance with the calendar set by the Academic Affairs Office each semester.  Web-based forms are utilized for on-line and/or web-based courses.

2.  Student evaluation results are reviewed by the division dean and shared with the adjunct faculty member.  The division dean or designee may also observe the adjunct faculty member's instruction and make recommendations.

3.  Within 30 days of receipt of the results, the *Administrative Response to the Evaluation of Adjunct Faculty* is forwarded by the division dean to the Human Resources Office to be filed in the adjunct faculty member's personnel record. A copy of the adjunct faculty member's *Class Summary Sheet* from the student evaluations is retained by the division dean in division files for at least five (5) years.

4.  Copies of all evaluation materials are available in the division offices and/or the Human Resources Office.

## TECHNICAL COLLEGE OF THE LOWCOUNTRY
## TEMPORARY STAFF EMPLOYEE PERFORMANCE APPRAISAL DOCUMENT

TEMPORARY EMPLOYEE NAME      JOB TITLE      EMPLOYMENT PERIOD
(dates to match temp. agreement)

DEPARTMENT/DIVISION      SUPERVISOR

**Job Purpose:**

| Job Functions: | % | (U) UNSUCCESSFUL PERFORMANCE REQUIREMENTS<br>(S) SUCCESSFUL PERFORMANCE REQUIREMENTS |
|---|---|---|
| | | |
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| | | |
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| | | |
| | | |
| | | |
| | | |
| | | |

Overall job performance:    Successful    Unsuccessful      (circle one)

Would you rehire this person for this position?   YES    NO      (circle one)

_____
Supervisor's Signature

_____
Employee's Signature

_____
Supervisor (please print name)

_____
Employee (please print name)

**Reason for not obtaining Employee's Signature: (provide a brief statement)**

Forward this original evaluation to the Human Resources Office.

**2020-2021 Exam Schedules**                    **TCL PROCEDURE 3-1-301.15**

**2020-2021 Exam Schedules** can be found in the Faculty Resources section of the TCL website:
2020 Fall Exam Schedule      2021 Spring Exam Schedule      2021 Summer Exam Schedule

The purpose of this procedure is to insure that methods of scheduling and the administration of final exams will be consistent throughout the institution:
1. The schedule of final exams is developed and distributed by the Vice President for Academic Affairs at the start of each academic term.
2. Exams must be administered according to published exam schedules in the course schedule each semester.
3. Any exception to this procedure must be requested in writing and approved by the division dean and the Vice President for Academic Affairs.
4. Courses for which final exams are not appropriate will hold classes through the end of the exam period.
5. Exams for evening and off-site campus classes will be given during exam week at the regularly scheduled class meeting time.  Students in broadcast distance education classes will follow the Beaufort schedule.  Students in online courses will follow the exam week schedule as specified in the online course materials.
6.  The administration of final exams is monitored by the Vice President for Academic Affairs.

**Faculty Attendance (Illness)**                 **TCL POLICY 3-1-306**
                                                 **TCL PROCEDURE 3-1-301.5**
The purpose of this procedure is to provide a process for canceling classes when illness or emergency situations make it impossible for a faculty member to meet a regularly scheduled class:
1. The faculty member should notify the division dean, site coordinator, or Vice President for Academic Affairs as soon as possible.
2. The faculty member, division dean, site coordinator, or Vice President for Academic Affairs will make every effort to arrange class coverage by another faculty or staff member.
3. When this type of coverage is unavailable or unsuitable, the division dean, site coordinator, or Vice President for Academic Affairs will approve cancellation of the class and will be responsible for notifying students. This notification will be done by telecommunications, if time permits, and/or by posting a notice of class cancellation on the classroom door.
4. The division dean will be responsible for ensuring course standards are maintained for student completion of course requirements.
Adjunct instructors who are unable to meet a class should not report those hours on their time sheet and, consequently, the pay check will reflect the actual number of hours taught.

**Field Trips**                                  **TCL POLICY 4-1-424**
                                                 **TCL PROCEDURE 4-1-403.7**
The college recognizes the benefits of off-campus student or group travel in conjunction with academic, co-curricular, and college sponsored programs.  It is the responsibility of the authorized faculty member organizing the student/group travel to ensure compliance with college policy and procedures.  If an individual student travels under this policy, the faculty member must assume the responsibility for compliance with the policy and procedures.

Faculty planning field trips must obtain written approval from their academic dean or supervisor at least ten (10) working days before a scheduled field trip or class activity away from campus.  Specifically, faculty are asked to complete an *Activity Request Form* and *Travel Reimbursement Form* and attach a list of all students who will be going on the trip.  All students/groups must be accompanied by a member of the faculty regardless of the mode of travel, and faculty must prepare viable alternatives of equal grading value, or attendance credit, for students who are not able to attend a required field trip or who refuse to sign the necessary forms.

Faculty are responsible for avoiding willful misconduct, including adherence to the college's alcohol policy when alcohol is present at off-campus events. Faculty must also maintain <u>Waiver of Liability and Risk</u> and <u>Medical Consent</u> forms. These forms must be completed by students in advance of the travel as a condition of participation. It is the responsibility of the authorized faculty to advise the appropriate parties of any known limitations, disabilities, certified medical conditions, or needs that may require special accommodation. Division deans have these forms.

The following are the minimally required documents that must be obtained from each participant prior to trip departure:

- *Itinerary/Participant Permission Form*
- *Voluntary Assumption of Risk, Waiver and Release Agreement*
- *Medical Coverage*

Other considerations for student field trips include, but are not limited to: 1) modes of travel/transportation, 2) unapproved expenses, 3) special requirements for travel involving minors, 4) trip contingencies and emergencies, and 5) in-area field trips/travel with TCL students.

**Grading System:  Recording of Grades/Final Grades      TCL PROCEDURE 3-1-301.7**
The purpose of this procedure is to define the grading system and to outline methods of recording and reporting of grades. Instructors complete a grade roster through the Self-Service system on or before the published deadline for each class they instruct. Both full-time and adjunct instructors enter grades directly into the Self-Service system.

All grades must be entered into the Self-Service system within twenty-four (24) hours of the ending of the final exam period.

Division deans or site coordinators will maintain a file copy of each original printed Datatel grade roster. Division deans will retain file copies of all printed Datatel grade rosters for three years.

Grades will be verified by the Student Records Office within five (5) business days of the end of the semester and available electronically for the student to view through Self-Service by the sixth business day.

**Grade Book**
Each faculty member is required to maintain an official grade record for each section being taught. All test and quiz grades are to be kept as a part of this record. In addition, attendance records are required. As an official college record, all grade book entries must be turned in to the division dean at the end of the term, before the final check is issued. All grade entries must be clearly legible to the division dean. After grades have been submitted on the official grade roster, any grade change must be submitted to the Student Records Office on the <u>Grade Change Form</u>.

**Grade Changes                                          TCL PROCEDURE 4-1-404.15**
The purpose of this procedure is to define the process for changing grades. Letter grade changes may be made within one calendar year and by midpoint, of the next regular semester, to change an incomplete grade *I* to a letter grade. After grades have been submitted on the official grade roster or entered in the student management system, any changes must be reported on the <u>Grade Change Form</u>. Change of one letter grade to another requires justification/reason for change, signatures of instructor, division dean, and approval by the Vice President for Academic Affairs. The deadline for an incomplete grade *I* is the midpoint of the next regular semester. No grade change may be made after one calendar year. The student is mailed a copy of his/her transcript within five business days after the completion of the paperwork.

**Grade Reports – Posting Grades**                     **TCL PROCEDURE 3-1-301.7**
                                                       **TCL PROCEDURE 3-1-301.16**

Student final grade reports are completed at the end of each academic term and available electronically for the student to view through Self-Service as recorded in the official student records file. Posting grades is the prerogative of the teaching faculty, ***provided*** student names or student ID numbers (or portion of ID numbers) are ***not posted*** for identification and students are provided with an opportunity to have their grades withheld from the public posting. Faculty members are **not** required or encouraged to post student grades. Posting may occur only when unique codes are used for each individual course and course section.

**Grading System**                                     **TCL PROCEDURE 3-1-301.7**

The college uses a grading and grade point system in which the calculation of the student's grade point average (GPA) is based on a 0 to 4 point numerical value scale. GPA is established for curriculum courses only. The only grades and numerical values used in the calculation of GPA are:

| | |
|---|---|
| A | The grade "A" represents excellent achievement in mastering the requirements of a subject. "A" is used in GPA (Grade Point Average) calculations, carries a value of four (4) grade points, generates quality points (i.e., grade points times credit hours) and earns credit. (No grade points are earned for developmental or continuing education courses.) |
| B | The grade "B" represents above average achievement in mastering the requirements of a subject. "B" is used in GPA calculations, carries a value of three (3) grade points, generates quality points and earns credit hours. (No grade points are earned for developmental or continuing education courses.) |
| C | The grade "C" represents average achievement in mastering the requirements of a subject. "C" is used in GPA calculations, carries a value of two (2) grade points, generates quality points and earns credit hours. A grade of "C" or higher is required in all courses in the student's program of study. (No grade points are earned for developmental or continuing education courses.) |
| D | The grade "D" represents below average achievement in mastering the requirements of a subject. "D" is used in GPA calculations, carries a value of one (1) grade point, generates quality points and earns credit hours, but cannot serve to fulfill course requirements for program completion. (No grade points are earned for developmental or continuing education courses.) |
| F | The grade "F" represents failure in mastering the requirements of a subject. "F" is used in GPA calculations and earns no credit hours. When a student repeats a course and earns a passing grade, only the most recent grade is used in calculating the student's GPA for graduation. However, the original grade will remain on the student's transcript. (No grade points are earned for developmental or continuing education courses.) |
| WF | The grade "WF" represents withdrawal with unsatisfactory progress after the end of the Drop/Add period. "WF" is used in GPA calculations, earns no credit hours, and generates no quality points. |

The following authorized grades and course symbols are not used for calculation of GPA:

| | |
|---|---|
| W | The grade "W" represents official withdrawal from a course. "W" is not used in GPA calculations, generates no quality points and earns no credit hours. |
| WP | The grade "WP" represents official withdrawal from a course with satisfactory progress after the end of the Drop/Add period. "WP" is not used in GPA calculations, generates no quality points and earns no credit hours. |

I    The grade "I" represents incomplete work.  "I" does not affect GPA calculation; however, an "I" defaults to "F" automatically after one semester (See "F") if course requirements are not satisfactorily completed.  It is the responsibility of the student to make arrangements to complete the course requirements before the midpoint of the next regular semester.  The instructor must submit a <u>Grade Change</u> form to Student Records.  The instructor must provide documentation including record of attendance, current grades, and record of any communication with the student about the assignment of the incomplete grade.  The dean must approve the assignment of an incomplete grade.

CF    The grade "CF" (carried forward) is given when the beginning and the end dates cross terms, such as in the case of some self-paced, independent study, or distance learning courses.  The grade of "CF" must be replaced by a permanent grade when the course is completed.  After initial course registration, the student will not be required to re-register for a course crossing terms to receive a permanent grade.  The grade of "CF" does not affect GPA calculations, carries a value of 0 grade points, generates no quality points, and earns no credit hours.

E    The grade "E" represents exemption from a particular course.  This grade is issued to a student successfully completing the course exemption process.  "E" is not used in GPA calculations, does cause credit hours to be earned but no quality points to be generated.

TR    "TR" (transfer) is given for allowable equivalent credits earned at other colleges and universities.  A "TR" is not used in GPA calculations, earns credit hours, and generates no grade points. (All "TR" grades must be supported by an official transcript from the post-secondary institution where the credit was awarded.)

AU    The grade "AU" represents any course taken as an audit course. "AU" is not used in GPA calculations, carries a value of 0 points, generates no quality points, and earns no credit hours.

NC    The grade "NC" (No Credit) is awarded in the case of developmental education courses in which there is insufficient demonstration of mastery of the subject matter.  A "NC" is a non-punitive grade that does not affect GPA calculations, carries a value of 0 grade points, generates no quality points and earns no credit hours.

NR    The grade "NR" (No Report) is issued only when instructor does not submit grade reports. A "NR" is a non-punitive grade that does not affect GPA calculations, carries a value of 0 grade points, generates no quality points and earns no credit hours.  A "NR" grade must be replaced by a final grade as soon as received from instructor.

S    The grade "S" represents satisfactory work and applies to specialized courses and seminars.  "S" does not affect GPA calculations, earns no quality points but does cause credit hours or CEU's to be earned as specified for that particular course.

U    The grade "U" represents unsatisfactory progress or withdrawal prior to completion and applies to specialized courses and seminars. A "U" does not affect GPA calculations, carries a value of 0 grade points, generates no quality points and earns no credit hours.

The numerical range for each letter grade used in a course is a required element of the course syllabus as approved by the division dean.

Any student not taking the final exam or not excused from the final exam by the instructor prior to the exam date will receive a grade of "W", "WP", "WF", or "I".

**Grade Review**

Assignment of grades is the responsibility of the instructor and presumes fairness and best professional judgment. Reviewing a grade implies the instructor will share with the student the grades earned by the student and the instructor's method of calculating the student's final grade. If an error has occurred in the calculation of the grade, the instructor will submit a Grade Change Form (available in Student Records Office) to the appropriate office for processing and will provide a copy to the student.

A grade review should be resolved by conference between the student and the instructor who assigned the grade. If the instructor is not available, the student should contact the division dean of the area in which the course was taught. The student should call or email the instructor or dean prior to meeting so necessary information will be available. No grade changes may be made after one calendar year.  For information concerning the student appeal and grievance process refer to TCL Student Code in the TCL Catalog and Student Handbook.

**Institutional Effectiveness**

Through its institutional effectiveness plan, TCL is able to document the assessment of its mission and goals and how those results are being utilized to improve the quality of the academic program and divisions in the college. Institutional effectiveness is a vital part of the college's accreditation requirements and the various accountability measures mandated by the South Carolina Commission on Higher Education (CHE) through the State Technical College System.

**Instructional Materials**

Each academic building houses current instructional equipment.  There is an Audio Visual Instruction Guide in each multimedia classroom.  In addition, computing labs, campus-to-campus broadcast classrooms, an auditorium, teleconference sites, and other specialized facilities are available for scheduled use.  Faculty should work with each academic division for most routine uses of instructional or multimedia equipment.  For specialized uses, or if malfunctions occur, or if scheduling of equipment proves difficult, contact the Beaufort campus distance learning technician's office at 843-470-8406, ext. 8406, or cell at 843-812-2427, or email at dltech@tcl.edu.  On the TCL-Hampton, H. Mungin Center campus, faculty can contact administrative support at 803-943-4262.  At the New River Campus, contact distance learning technician's office at 843-470-6009, ext. 6009, or cell at 843-812-2427, or email at dltech@tcl.edu.

Additional equipment such as the swivel recording robot, Turning Point Student Response System (clickers), laptops, projectors, Kindles, and iPads are available for checkout from the LRC.  Three days' notice is generally required, and loan periods are usually negotiable.  Call the LRC at ext. 8304 to request a loan or complete this Request Form.  The New River campus has a copy machine available for faculty to use for duplication of class material located in Room 109.  The access codes are available from your division office.

Subject to copyright requirements, instructional support services staff may be available to assist faculty in producing a variety of instructional materials for class use.  Call the LRC at ext. 8304 for more information or consult your division dean.  Allow at least one week's notice.  Copyright policies and information are available in the LRC, LRC website at:  http://libguides.tcl.edu/copyright and division offices.

All TCL instructors have access to Blackboard, The Learning Management System.  When logging into Bb, an instructor's username follows the Datatel format, using the first initial of the first name and the full last name (Jane Brown would be **User Name**:  jbrown). The **Password** is the first letter of the instructor's last name and the last three numbers of his/her social security number (b123).  Contact your division office for training.  There is 24/7 tech support available for faculty and students.  To access the TCL Online Support Center, you can call 1-877-736-2586 or access on-line support by going to the TCL website and clicking on the Blackboard link  Training is also provided through the LRC. Contact Rick Ernest, Online Course Coordinator, at rernest@tcl.edu or 843-525-8317 for more information about Blackboard training.

**Instruction - Technology**
Instruction on current and emerging technology is offered throughout the semester and upon request. Contact Rick Ernest, Online Course Coordinator, at rernest@tcl.edu or 843-525-8317 for more information.

**Intellectual Property Rights**                    **TCL POLICY 2-1-228**
It is the policy of the Technical College of the Lowcountry that copyrights, patents and all other forms of intellectual property developed by any employee of the Technical College of the Lowcountry using institutional resources is the exclusive property of the college.  No transfer of ownership rights in copyrights, patents, or other forms of intellectual property shall occur unless the college expressly and specifically transfer(s) the ownership rights, in whole or in part, to the employee or other party or parties.

Except as may be provided for in procedures developed under this policy, students shall have exclusive ownership of intellectual property developed on their own time and at their own expense, including all products of course assignments, subject to written agreement with external parties.  The college shall have ownership of intellectual property developed by the student if the college funded development of the property, or if the college and student entered into an agreement for the college to have ownership of the property, or to purchase the property upon completion of development.

**Learning Resources Center (LRC) 525-8304**            **Library Home Page**
As part of the Learning Resources Center (LRC), the library is located in Building 12 on the Beaufort campus and serves as a central location for the books, periodicals, and non-print materials owned by Technical College of the Lowcountry.  The LRC also provides access to ebook collections and online databases to all TCL students, faculty and staff via its website.  Off-campus users will be prompted for TCL authentication:

UN:  Datatel ID # (available from division administrative assistant)
PW:  First initial of first name (lowercase letter) + last 3 of SSN
Example:  0123456
            j789

LRC hours and contact information is posted on the library's home page.  The Beaufort campus library is staffed all hours the library is open and a librarian is scheduled 20 hours a week at the New River campus.  At the TCL-Hampton, H. Mungin Center, the LRC provides access to the online catalog and to electronic resources.  Materials can be sent to Mungin or to the New River Campus by courier.

**Library:  Reference and Instruction**
In addition to meeting with an LRC staff member in person, students or faculty members may contact the library via phone, chat, email, or text (843-256-2247) for reference/library questions, tutoring services, or technology assistance.

The LRC serves the needs of students, faculty, and staff, by providing one-on-one assistance in the use of the library resources as well as information literacy instruction for any TCL course.  Librarians work with teaching faculty to develop general or assignment-focused sessions, which may encompass library resources available to students, search strategies, plagiarism and citation.  All sections of English 101, regardless of course delivery method, must schedule a library instruction session on library and information literacy skills from the TCL librarians.  Librarians also create research guides and video tutorials to support student work.  Please contact the LRC to request an information literacy session, video tutorial or research guide for your class.

**Library Borrowing**
There is no limit on the number of books or materials a faculty member may check out.  Books are loaned to faculty for 90 days, but are subject to recall upon request at any time after the standard three week loan period.  This extended loan privilege is based upon recognition of the special needs of faculty members for library materials over longer periods. Circulating materials or personal materials may also be placed on reserve by faculty

members, and will be identified as reserves on the online catalog.  Faculty and staff are not charged overdue fines, but borrowing privileges may be suspended for failure to comply with established policies.  Current periodicals and reference materials are intended for use within the LRC, but may be borrowed by faculty if circumstances warrant.

For materials not available in the TCL library, faculty, staff and students can request books from any academic library in South Carolina via PASCAL Delivers, a rapid book delivery service provided by our state academic library consortium.  Requested books are delivered in 3-5 days to the Beaufort campus library.  Requestors are notified when materials are received, and can be routed to any TCL campus upon request.  For materials not available from PASCAL, the library can request materials from other libraries via interlibrary loan; please contact the library to request these materials.

**LRC Acquisitions**                                            **TCL PROCEDURE 3-1-302.1**
Any faculty member may request that the LRC order periodicals, books, or media materials to support his or her courses.  In initiating such requests, the faculty member is asked to provide information sufficient to purchase the requested material.  Faculty may request "Rush" status on extremely high priority materials.  Faculty members are notified when materials they have requested are ready for use.

To recommend a title for purchase, visit the LRC's Faculty Resources page
TCL Acquisitions Policy:  TCL PROCEDURES 3-1-302.1

**LRC Reserve Materials**
Materials may be placed on reserve in Beaufort, New River, or the Mungin Center to make them readily available to students when special assignments create a heavy demand.  Reserve materials are listed in the online catalog under the course name and number and under the faculty member's name.  Reserve materials may be restricted to LRC use only, to overnight checkout, or to three-day checkout, as specified by the faculty member. In order to ensure that Reserve materials are available at the time they are needed for class use, please make reserve arrangements at least one week prior to the assignment date.  Materials are removed from Reserve and returned to circulation on the dates specified by the faculty member or at the end of each term, unless faculty specifically request that it be retained for the following term.

Faculty may check out reserve materials subject to the restrictions placed by the original requestor.  An exception is made when the faculty member who placed a title on Reserve issues specific permission for its release.

For more information, please see the TCL Faculty Services page:  http://libguides.tcl.edu/newsletter

**Office Hours**
Adjunct faculty members are responsible for providing students with reasonable access for purposes of academic assistance in the course(s) being taught.  Generally, this means being available to students before and after scheduled classes or at other appropriate times.  Students should be able to contact adjunct faculty outside of class hours. Contact information including phones, fax, and email address should be clearly stated in the course syllabus.

It is especially important that students at off-campus locations are provided with structured access to their instructors aside from designated instructional time. Students living outside the local (Beaufort) telephone exchange should be reminded about the college's toll-free number (**1.800.768.8252**) which can be used to contact faculty members or other offices.  In addition, students should be provided with the email address of the faculty member on their respective course syllabus.

**Periodical Subscriptions**
Faculty members may recommend that the Library subscribe to periodicals not currently included on the subscription list or available through subscriber databases.  Such requests should be submitted to the Library by

email or in writing, with enough information to facilitate ordering. Pending availability of funds, new subscription orders are generally placed during the summer and fall terms to begin in January, but requests will be considered for purchase at any time.  Periodicals may be placed on reserve when a class assignment is made for a certain article or, subject to copyright provisions, the Library may make copies of the article assigned in order to protect and preserve the periodicals in which the article appears.  Alternately, links to online articles can be added to Blackboard courses.

**Preview and "Approval" Orders for Instructional Materials**
Requests for previews or so-called "approval" orders for media materials or other items intended for library purchase must be coordinated with the LRC, or cleared with the respective division dean.  A faculty member should not initiate an "approval" order or a preview request without specific authorization from the LRC or the division dean, and may be subject to disciplinary action for doing so.  Preview or approval materials received by a faculty member without authorization will not be purchased by the college, and the faculty member may be held accountable for the cost of such materials.

**Public Relations**
All public relations activities are handled through the Public Relations Office.  If you are contacted by an outside agency, please refer them to the Assistant VP for Marketing and Public Relations, Leigh Copeland, at 843-525-8231 or lcopeland@tcl.edu.

**Secretarial/Administrative Assistance for Faculty**
Each division has an Administrative Assistant assigned to provide administrative support for faculty of that division.  In addition, some divisions are assigned work-study students.  Adjunct faculty desiring assistance with typing, copying, etc., should check with the Administrative Assistant to determine required timeliness before the material is needed.

**Speakers or Consultants Not Affiliated with the College**
When a faculty member wishes to have a speaker (who is not a member of the faculty/staff) when no cost is involved, he/she must obtain approval from the division dean in advance of the proposed appearance date. If cost is involved, prior budget approval must be obtained from the division dean.

**Student Examinations and Quizzes**
Security of student examinations and quizzes should be carefully maintained in the appropriate division.  Tests and examinations should be handled by the division administrative assistant.  Copies (electronic and hard copies) of unit examinations and quizzes should be maintained by the faculty member for the appropriate time.  Copies of final examinations should be archived in the division office.

**Student Assessment and Course Placement**            **TCL PROCEDURE 4-1-401.3**
(see page 36)

**Textbook Selection**                                        **TCL PROCEDURE 3-1-301.8**
It is the responsibility of the division dean, in consultation with the faculty, to select required textbooks for each course offered by the division.  In selecting texts, the division dean should consider the cost of the book, as well as the contribution that the text will make in meeting course objectives.  Required texts should be the same regardless of the campus location.  The process to select or change a textbook is outlined in the Procedure.

**Tutoring Center**
**Reading & Writing Lab (843-525-8221)**
**Math Lab (843-470-6051)**
Tutoring services are offered through the Learning Resources Center. The Math Lab and tutors are located in 9/101 and the Writing/Reading Lab in 9/127. Tutoring is also available at the New River campus, as well as online (campus to campus or campus to home via Adobe Connect) by appointment. In addition, the LRC

provides access to Smarthinking, 24/7, an online tutoring link when logged into Blackboard. The Tutoring Center and Labs are equipped with computers, reference materials, selected college textbooks and other multimedia technology. See our webpages below for more information:

***Tutoring, Math, Writing/Reading Labs:***
**http://www.tcl.edu/student-resources/tutoring**

## Tutoring by Faculty
Instructors may not receive compensation for tutoring students enrolled in their classes. Instructors may not tutor students during assigned office hours of service to the college. Instructors tutoring non-TCL students may not use the college facilities.

## The Use of Human Subjects in Research                    **TCL POLICY 2-1-223**
The Technical College of the Lowcountry (TCL) has established the Institutional Review Board (IRB) to develop and implement procedures for the protection of human subjects in research. In order to protect the right, well-being and personal privacy of individual, to assure a favorable climate for the conduct of scientific inquiry, and to protect the interests of TCL and its faculty, staff, students and other persons acting under its auspices, policies have been established for the conduct of research involving human subjects.

All procedural steps and forms to promote the protection of human subjects in research through the oversight of the IRB and approved researchers are detailed in the Institutional Review Board Manual at: https://www.hhs.gov/ohrp/regulations-and-policy/regulations/45-cfr-46/index.html

## TCL Self-Service
The Self-Service system is a web-based interface to Datatel. Students can use Self-Service to register for classes, pay their bill, view their grades and transcripts, receive announcements about emergency college closings, and a variety of other functions. Faculty can use Self-Service to view their course schedules, update rosters, enter final grades, keep attendance, and a variety of other functions. Self-Service is available from any computer with an internet connection, on or off campus. Initial log-in and other instructions are available on the main Self-Service page. For assistance accessing or resetting your id and password, contact the Help Desk at 843-525-8344. All new faculty should have a Self-Service account established when they begin work. For assistance setting-up your account, email support@tcl.edu to have your account activated.

## Student & Administrative Withdrawal          **TCL PROCEDURE 4-1-404.7**
## Withdrawal from College
The purpose of this procedure is to establish guidelines for student withdrawal from credit courses.

Attendance:  Academic Regulations & Information

Withdrawal:  Academic Regulations & Information
> Withdrawing from a Course – Student Initiated
> Withdrawing from a Course – Instructor Initiated
> Withdrawal from College

This procedure notifies instructors about two types of withdrawals:

1.  Student Withdrawal from Courses – Student Initiated
## After the Academic Term's Section Swap
    a.  Students may withdraw from classes at any time prior to the first day of the final exam period of an academic term.
    b.  Students requesting to withdraw from a course(s) after the academic term's Section Swap period must notify their instructor and advisor via their official @my.tcl.edu student

email address.

c. Students must save a copy of the email request for their records.
d. The instructor will assign the student a grade of *W* **up to, and including, the established midterm date**. The instructor will assign the student a grade of *W*, *WP* or *WF* **after the established midterm date**, in accordance with TCL <u>Procedure 3-1-301.7 Recording of Grades</u>.
e. The instructor inputs the student's withdrawal onto the student's academic record through <u>Self-Service</u>.
f. The grade will be recorded in <u>Self-Service</u>, on the final grade roster, and on the student's academic record.
g. The Office of Student Records pulls the report of dropped/withdrawn students and forwards the list to the Financial Aid Office and to the Business Office.
h. The student is responsible for any remaining fees, tuition, etc. as a result of the withdrawal.

**During the Section Swap Period**

a. Students requesting to withdraw from a course(s) during the Section Swap period must email their instructor and advisor via their official @my.tcl.edu student email address. The student's name will not appear on the official class roster of the new section, and the student will not be allowed to attend class until the course section changes have been entered into <u>Self-Service</u> by the instructor.
b. Students must save a copy of the email request for their records.
c. The instructor will assign the student a grade of *W*.
d. The instructor inputs the student's withdrawal through <u>Self-Service</u>.
e. A grade of *W* will be recorded in <u>Self-Service</u>, on the final grade roster, and on the student's academic record.
f. The Office of Student Records pulls the report of dropped/withdrawn students and forwards the list to both the Financial Aid Office and Business Office.
g. The student is responsible for any remaining fees, tuition, etc. which result from the withdrawal.

2. <u>Administrative Withdrawal from Courses – Faculty Initiated</u>

a. For students who have never attended a class, the instructor must assign a "**Never Attend**" code in <u>Self-Service</u>, **no later than ten (10) days after the first day of class**. If a student is withdrawn by mistake, the instructor may add the student back in the course.
b. The instructor inputs the student's withdrawal onto the student's academic record through <u>Self-Service</u>.
c. The grade will be recorded in <u>Self-Service</u>, on the final grade roster, and on the student's academic record.
d. The Office of Student Records pulls the report of dropped/withdrawn students and forwards the list to both the Financial Aid Office and Business Office.
e. The student is responsible for any remaining fees, tuition, etc. which result from the withdrawal.

3. <u>Withdrawal from College</u>

a. A student who is planning to withdraw from the college must settle all financial obligations to the college.
b. To withdraw from the college, the student must withdraw from all courses for which he or she is registered.
c. The withdrawal from the college is complete when the student has withdrawn from the last course.

## III.    STUDENT SERVICES

**Accidents/Reporting an Accident**                    **TCL PROCEDURE 4-1-403.5**
Accidents involving students, on-campus or off-campus, engaged in any college approved program or activity, should be reported promptly to the nearest instructor or college person in charge of the event.  Report immediately all accidents requiring emergency assistance to **911** and promptly notify the Vice President for Student Affairs (843-525-8215) and the appropriate division dean. If medical care is required, the student should seek care at any hospital or with a physician.  In case of an emergency, Emergency Medical Services (EMS) at **911** should be called immediately. ***Remember to dial 9 first to reach an outside line if dialing from campus.***

Following the accident the student must submit an accident report and complete an insurance claim form. Insurance claim forms are available in the Vice President for Student Affairs Office.  Any medical bills should be submitted with the claim form at the time.  The Administrative Assistant for the Vice President for Student Affairs will submit all claim forms and bills to the insurance company.  It is important for the student to complete the necessary forms as soon as possible following the accident (within 90 days of the accident) for review by the college insurance agency.

**Audit Students**                                     **TCL PROCEDURE 4-1-404.5**
Applicants who wish to take a course and do not want to receive credit for it may do so on an audit basis with the approval of the instructor of the course and the division dean. Audit students are expected to attend all classes. Audit students may not be held responsible for tests and other class assignments. Applicants must meet admission requirements, complete an admission application, and pay associated fees. Audit students are charged the same tuition rate as credit students.

Audit status must be declared at the time of registration with the Student Records Office and no later than the end of the schedule change (Section Swap) period for the semester. A student cannot change to audit status after the add/drop period has ended. Financial Aid programs and the Veterans Administration **do not provide funds for auditing classes**.  (as stated in College Catalog)

**Career Services/Student Development Coordinator:**
TCL's Student Development Coordinator provides students and alumni with opportunities to examine their personal and career development opportunities for today's job market. The focus is on career assessment and exploration that fosters positive, self-directed life planning, and includes but is not limited to: employability skills, résumé development, job-search strategies, interviewing skills and networking techniques.

For more information, please contact Jamie Rivers at (843) 525-8353 or email jnrivers@tcl.edu.

**Campus Counselor**                                    **COUNSELING**
Many resources are listed as hyperlinks on TCL's Counseling Center webpage.
Counseling Center services are available free to all currently enrolled students age 18 and older.  The college provides short-term personal counseling for ANY persistent concern, such as, but not limited to:
- **Personal Issues**: anxiety, depression, substance misuse/abuse, grief, family/living issues, crisis, panic attacks, illness/injury, sexual assault, etc.
- **School-Related Issues:** test anxiety, academic worries, public speaking anxiety, graduation fears, difficulties with faculty, staff or other students.
- **Referral Assistance:** to community resources for emergent and non-emergent services to assist with finances, housing, food shortages, long-term mental health treatment, etc.

The Counseling Center is located in Coleman Hall on the Beaufort Campus.  When appropriate, the Campus Counselor:
- Intervenes *in academic concerns by contacting or writing letters to faculty and/or advisors to facilitate communication or advocate for student needs.*
- Educates *student with understanding the rights and responsibilities afforded to them by ADA.*

- *Directly* assists *students in pursuing ADA accommodations.*
- Works alongside *students withdrawing due to personal circumstances, to make re-enrollment plans and coordinate the necessary community referrals to support struggling student.*
- Advises *faculty and staff directly regarding student needs.*

**Associate Vice President for Student Services/Dean of Students**
The Office of the Associate Vice President for Student Services/Dean of Students is responsible for the TRIO Federal Programs sponsored and administered by the college.  These programs include Educational Talent Search and Student Support Services.  This office also provides services to accommodate TCL students with disabilities (Rodney Adams also serves as the Americans with Disabilities Act Coordinator) and assists with the probation/suspension advisement of students who are currently not in good academic standing at the college.  Students who are at-risk of dropping a course or leaving the college, should be referred to Rodney Adams for probation/suspension or retention using either the Student Concern Form located in the Faculty Resources section on the TCL website or the Early Alert Referral Form through Etrieve in Self-Service.  All faculty should have access to the Early Alert Referral Form.  Go to "tclcontent.etrieve.cloud", click on "Faculty and Staff" and then click the purple square with the white square and select "Central".  Then under "Forms", the Early Alert Referral Form, is listed.

**Food and Beverages on Campus**
Eating and drinking are not permitted in the MacLean Auditorium, the LRC, or any classrooms, labs, lecture areas, or shops except as approved by the Vice President for Academic Affairs.

**Open Admission Policy**                    **TCL POLICY 3-1-301**
                                             **TCL PROCEDURE 4-1-401.1**
The general admissions policy for the college is established by South Carolina legislation, which mandates an open door admissions policy to the college.  The State Board for Technical and Comprehensive Education policy defines open admission as a practice which (1) admits to the college all citizens who can benefit from available learning opportunities and (2) places into specific programs of study those students whose potential for success is commensurate with expected standards of performance.  This definition of open admissions implies the college's commitment to provide a program to assess student potential and to provide appropriate developmental and remedial programs of study to meet those needs. Admission to the college is a separate process from the placement of a student into an academic curriculum and individual classes.

**Registration**                              **TCL PROCEDURE 4-1-404.2**
At TCL, students may register for classes during the registration period that begins several months prior to the first day of scheduled classes.  New this year is the TCL Self-Service Student Planner allowing students to review their progress, plan their schedule and register for classes.

Returning students should schedule an appointment with their advisor several weeks prior to registration.  Registration dates are published on the TCL website under Academics and then under Academic Calendar.  Full-time faculty members meet with students and advise them.  Students can register for their classes through their Self-Service account when registration begins.  During the registration and Section Swap periods, full-time faculty will use their office hours to advise and register students.  During these times, full-time faculty members may also be asked to work additional office hours to ensure that evening students are able to register smoothly.  Full-time faculty are available at the Hampton and New River campuses to advise returning students.

New students are assigned a full-time faculty member to be their advisor when they begin their admission process.  The full-time faculty member will advise the new student and inform the student to follow the Self-Service instructions on the TCL website to register for classes.

**Service Animals**

Service animals are allowed to accompany their handlers at all times and in all facilities and programs on campus, except in areas where specifically prohibited due to health, environmental or safety hazards (e.g. laboratories, mechanical rooms, machine shops, custodial closets, and areas where there is a danger to the animal.) The College may not permit service animals when the animal poses a substantial and/or direct threat to health or safety or when the presence of the animal constitutes a fundamental alteration to the nature of the program or service. The College will make those determinations on a case-by-case basis in alignment with current state and federal laws.

**Smoking Policy**

Dedicated to providing a healthy, comfortable, and educationally productive environment for students, employees, and visitors, The Technical College of the Lowcountry will serve as a total smoke free and tobacco free environment, effective August 1, 2017. Smoking (including the use of "e-cigs") and all uses of tobacco shall be prohibited from all Technical College of the Lowcountry owned and leased property and facilities, including but not limited to parking lots, rooftops, courtyards, plazas, entrance and exit ways, sidewalks, common areas, grounds, and libraries.

**Student Assessment and Course Placement**

Applicants at the Technical College of the Lowcountry must be assessed on basic academic skills in order to meet course placement criteria, to assess need for supplemental instruction, or qualify for an exemption. Picture identification is required for assessment at the Testing Center.

Applicants enrolling in the Associate of Applied Science with a major in General Technology must take either the assessment for placement to meet course prerequisites or take the ACT WorkKeys assessment to determine work readiness level. Students may submit their WorkKeys scores from high school to meet this requirement.

Exemptions are granted for students who:
1. Have earned a bachelor's degree or an associate's degree from an approved college or university.
2. Have an official transcript documenting successful completion with a "C" or better in MAT 110, College Algebra, or equivalent and in English 101, English Composition I, or their equivalents.
3. Have qualifying ACT or SAT scores for Placement into appropriate college level mathematics and English courses.
    a.  The writing and reading components of the placement test may be exempted with SAT scores of at least 480. The writing component of the placement test may be exempted with an ACT English component score of 18. The reading component of the placement test may be exempted with a Reading score of 21 or greater.
    b.  The mathematics component of the placement test may be exempted with SAT mathematics scores of 440 or ACT math component score of 22.
    c.  An ACT or SAT test must have been taken no more than five (5) years prior to the request for their use as an exemption from the ACCUPLACER test.
4.  Have enrolled as a career development applicant not pursuing a degree, diploma or certificate     and who meet the prerequisites of the courses in which they plan to enroll.
5.  Have enrolled in a certificate program that does not require placement testing.
6.  Have a military transcript with at least 6 semester hours of American Council of Education (ACE) approved credit.

Accommodations will be made for assessing students with documented disabilities.

Applicants may retake the assessment tests. Applicants should check with the Testing Center for possible waiting periods between taking tests, number of testing times, and fees (if any). Students currently enrolled in developmental courses may not retest in the particular content area in which the student is enrolled.

Once the student is enrolled in the correct placement level; the student may not retest trying to place into a higher level.

The most recent scores are to be the official scores.

ACCUPLACER scores are valid for a period of three (3) years from the date of administration. ACCUPLACER scores may be transferred from an approved institution if they are no more than three (3) years old.

Students who take the ACCIPLACER test for the express purpose of transferring the score to another institution will not be charged a testing fee.

An applicant appealing the electronic grading of an ASSET test score may request the ASSET test be hand scored by the Testing Center Coordinator within five (5) days of the test session.
An applicant's academic achievement level or prior coursework may result in the following course placement options:
1.  Placement in appropriate courses numbered 100 or higher
2.  Placement in appropriate zero level courses (Developmental Studies)
3.  Referral to an external agency for assistance.

As alternative assessments, the college recognizes College Level Examination Program (CLEP) and DANTES Subject Standardized Examinations. Each provides an opportunity for students with knowledge and experience in a subject to obtain course credit without actually attending classes. CLEP and DANTES exams are not available through TCL. The Student Services Admissions Counselor, Testing Center Coordinator or designee can provide additional information about these exams. TCL Procedures 4-1-401.5 Experiential Credit and 3-1-301.13 Credit by Exam provides guidelines for awarding credits based on work experience and exams.

Course prerequisites are established by the academic division, the curriculum committee, and approved by the Vice President for Academic Affairs.  Current course prerequisites are published in the college's online catalog.
**Course Descriptions** (online catalog)

**Entrance into a course requires that all prerequisites have been successfully completed.  Based on an individual assessment of the student's prior educational experiences, course prerequisites may be waived by the Division Dean of the academic discipline in which the course is housed.  The TCL Course Placement Guide in the Faculty Resources section on the TCL website offers specific course placement information.**

Please Note:  Placement in Developmental Education and college preparatory studies are explained in detail in these procedures.  Please review the procedures for this additional information.

**Student Classifications**
In order to establish categories for record keeping, reporting, and advisement purposes, students are classified as follows:

*First Time Freshman* - a student enrolling at a post-secondary institution for the first time.
*Readmit Student* - a student previously enrolled at TCL and has been out of school for more than two (2) academic semesters or probation/suspension.
*Transfer Student* - a student who has attended one or more colleges and is admitted to another and been awarded transfer credit from another institution.
*Foreign Student* - a non-immigrant student having an F-1 visa or other than an F1 visa approved by local immigration officials.
*Audit Student* - a student enrolled in credit courses who does not desire to earn credit.

*Full-Time Student* - a student who registers for 12 or more credit hours during the fall or spring semester (full-time load is 15 credit hours) or 9 or more credit hours during the summer term.

*Part-Time Student* - a student who registers for fewer than 12 credit hours during the fall and spring semester or fewer than 9 credit hours during the summer term.

**Student Code and Grievance Procedure**        **SCTCS POLICY 3-2-106**
        **SCTCS PROCEDURE 3-2-106.1 (Code)**
        **SCTCS PROCEDURE 3-2-106.3 (Grievance)**
        **TCL PROCEDURE 3-2-106.1 (Code)**
        **TCL PROCEDURE 3-2-106.3 (Grievance)**
        **TCL PROCEDURE 4-1-403.1**

It is the policy of the State Board for Technical and Comprehensive Education that The Student Code and The Student Grievance Procedure shall govern conduct and guarantee due process for students at the technical colleges.

The college's Student Code and Grievance Procedure are published in the Student Handbook section of the college online catalog and on the SC State Technical College System website in the Policies and Procedures section.

**Student Disability Services**
In applying for support services and accommodations, it is very important that all students with disabilities recognize that it is their responsibility to request services in a timely manner. Please allow three (3) weeks if requesting taped or electronic text and three (3) weeks to schedule sign language interpreting.

New students must do the following to receive services:

1. Complete the TCL Student Disability Services Intake Form. These forms are available from the Office of Disability Services representative: Beaufort Campus, Building 2, Office 226 and can be completed during the initial intake appointment.
2. Gather documents establishing the existence of a disability.
3. Make an appointment to see the disability services representative who is located at the TCL-Beaufort campus. **Students that attend classes solely at the New River campus will also be able to obtain information from the Student Services Manager.**
4. This can be done by calling the TCL-Beaufort office at 843-525-8219 or 843-525-8242 or contact the TCL- New River office at 843-470-6019. Office hours are 8:00 am-5:30 pm Monday thru Thursday and 8:00 am-11:30 pm on Friday. Appointments can be scheduled by phoning the representative from another TCL campus site; however, meetings and paperwork/forms are in the representative's office at the TCL-Beaufort campus.

Each semester returning students at TCL who have registered with the student disability services representatives should come by or call to arrange for accommodations as needed. **The student is required to request accommodations each semester; however, the student's paperwork does not need to be renewed each semester.** Any enrolled student at TCL who has a documented disability that has an impact upon the educational environment is eligible for services from the Office of Disability Services. Students must provide this documentation at their own cost and effort. The disability services representative reserves the right to deny services or accommodations until such time as the appropriate documentation is provided. The actual services that will be provided are determined based on the nature and severity of the disability, the course requirements in consultation with the student, the disability representative, and academic faculty.

Documentation requirements vary among colleges and institutions. If a student plans to transfer, he/she must be sure to contact the representative at the receiving institution and get information on their documentation requirements and process for applying for services. Documentation is information about the disability provided by a doctor or professional trained in the specific area of disability that services and accommodations are being

requested.  Documentation can be a letter, report or assessment summary from an appropriate professional that states the disability and functional limitations.

Documentation suggested for some specific disability areas includes the following:

**Attention Deficit Disorder:**  Relevant reports from the diagnosing physician or psychologist or information from current therapist stating the disability and functional limitations.

**Hearing Impairment:**  Physician's statement that includes diagnosis, nature of disability, severity, and functional limitations, or records from public or private school that indicate services were provided.

**Visual Impairment:**  Physician's statement that includes diagnosis, nature of disability, severity, and functional limitations, or records from public or private school that indicate services were provided.

**Psychological Disorder:**  Mental Health Professional's (psychologist, counselor, psychiatrist) statement that includes diagnosis, nature of disability severity, and functional limitations.

**Orthopedic Impairment:**  Physician's statement that includes diagnosis, nature of disability, severity, and functional limitations may be required.

**Other Health Impairment:**  Physician's statement that includes diagnosis, nature of disability, severity, and functional limitations may be required.

**Speech/Language Impairment:**  Report from a licensed speech pathologist stating the diagnosis, nature of disability, severity, and functional limitations may be required.

**Learning Disability:**  Learning Disabilities documentation must include an assessment that meets the following criteria:  An IEP alone is not adequate.  A student must have his/her most current psycho-educational evaluation.

**Student Discipline**                                              **SCTCS PROCEDURE 3-2-106.1**
TCL adheres to the standards of behavior as stated in The Student Code for South Carolina Technical Colleges, published by the State Board for Technical and Comprehensive Education, in addition to policies set forth in the Student Handbook in the TCL catalog.  The Dean of Students (who is a direct report to the Vice President for Student Affairs) is the college's administrative officer responsible for student discipline.  Students causing discipline problems should be referred to the Student Affairs Division using either the Student Concern Form or the Early Alert Referral Form.  Faculty should become familiar with the Student Affairs Resources Guide in the Faculty Resources section on the TCL website.  The Student Concern Form is located in the Faculty Resources section on the TCL website and the Early Alert Referral Form is located through Etrieve in Self-Service.  All faculty should have access to the Early Alert Referral Form.  Go to "tclcontent.etrieve.cloud", click on "Faculty and Staff" and then click the purple square with the white square and select "Central".  Then under "Forms", the Early Alert Referral Form, is listed.

# VII.   BUSINESS AFFAIRS

**Bookstore**
The bookstore provides service and convenience to students, faculty, and staff.  The bookstore carries required textbooks, optional reference books, office supplies, and a variety of novelty products including cards, gifts, clothing, tote bags, backpacks and various other TCL logo merchandise.  Coffee, cold drinks and snacks are also available in the TCL Bookstore.

**Building Maintenance**
The college has its own maintenance division that has the responsibility for maintaining all buildings and grounds. Requests for emergency repairs should be reported to the division dean, security, or the Vice President for Administrative Services.  Requests for routine work must be submitted by the division dean through email at support@tcl.edu.  Non-routine work requests should be routed through the appropriate Vice President.

**College I.D. Cards**                          **TCL PROCEDURE 4-1-404.4**
All students and employees of the college are required to have identification cards. Students and employees must produce their cards on request to designated college officials and must adhere to regulations regarding the use of the card outlined in the procedure.  Cards can be printed in the Student Records Office at the Beaufort campus and in the Library at the New River campus.  Students should obtain their cards during the registration period.

**College Vehicles**                            **TCL PROCEDURE 5-1-502.5**
College vehicles are available for college business and used instead of private automobiles, when available.  Any driver of a college vehicle must possess a valid South Carolina Driver's License and submit within 30 days of employment a copy of their Motor Vehicle Record (MVR), which can be obtained at the S.C. Highway Department at a nominal cost.  When possible, trips should be scheduled around the availability of the college vehicles.  For reimbursement for use of a personal vehicle when a state vehicle is available, approval of the appropriate Vice President is required.  To make arrangements for the use of a vehicle, contact the Business Office at:  843-525-8249.

Keys may be picked up at the Business Office from 8:00 a.m. to 5:30 p.m. Monday – Thursday and 8:00 a.m. to 11:30 a.m. on Fridays.   Keys should be returned immediately after using the vehicle to the Business Office.  Keys may be returned to the Security Office if return is outside of college work hours.

***In keeping with South Carolina law, all college employees and their passengers must use seatbelts while on college business or while operating college vehicles.***

***Drivers may not use handheld electronic devices (cell phone, PDA, MP3 player, GPS, or other electronic communication devices) while operating college vehicles. If a call must be made or received, the driver must pull over to a safe place and put the vehicle in "park".***

**Criminal Background Investigations**          **TCL POLICY 2-1-225**
It is the policy of the Technical College of the Lowcounty that employees who may have one-to-one contact with minors at any time while employed by the college and all students, staff, or faculty members who will be participating in laboratory studies as part of an education curriculum requirement must have a criminal background investigation performed.

All criminal background investigations will be conducted through the South Carolina Law Enforcement Division (SLED).  Results will be disseminated in accordance with TCL Policy 2-1-201.

**Emergency Text Message Alert**
Students, faculty and staff are highly encouraged to register their cell phones with the Emergency Text Message Alert System  Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones.  Participants can also choose to receive non-emergency news and announcements simply by filling out the text alert form.

**Hazardous Weather**
If hazardous weather conditions make it impossible for an employee to get to work, the employee shall be allowed to:

> Make up time lost from work at a time scheduled by the supervisor;
> Use accrued annual leave or personal leave; or
> Take leave without pay.

When they are unable to report to work due to weather conditions, faculty should notify their division dean.

In case weather conditions are so severe that operation of the college may clearly pose a hardship on students and staff traveling to the college, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV.  Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System on the TCL website.

**Information Technology (IT) Support**
All faculty, experiencing difficulty with IT equipment in their classroom or office, can email support@tcl.edu and a service ticket will be automatically generated, provided they have signed on to the website at least one time to establish their account.  All permanent faculty will have a login, TCL email and Datatel account created by the IT department once HR issues notification of the new hire.  All adjunct faculty will have a TCL email account created by the IT department once the Division Dean requests one for the new hire.

**Mail Service**
The college has an interoffice mail service for official college mail only. The college's mailing address and service should not be used for personal or unauthorized use.  The mailroom is located in the Business Office.  The mail is processed at 2:00 p.m. Monday – Thursday, 11:00 a.m., Friday.  Outgoing mail should be delivered to the Business Office Monday – Thursday prior to 2:00 p.m., and prior to 11:00 a.m. on Friday.  If you are planning on having a large mailing, please notify Kelly Taylor in the Business Office (x8249) in advance so that she can review bulk mail procedures for your mailing.

TCL has daily UPS service for packages.  Packages must be brought to Building 3 to complete the online tracking/label process by 3:00 p.m. for a package pick-up that day.

The college also has a courier service to TCL New River Campus, TCL Hampton, and state agencies which, as a cost saver, should be utilized whenever possible.  A list of participating state agencies is maintained in the mailroom.

**Parking Permits**
Parking decals are required.  Permanent staff and faculty are issued parking decals through the Human Resources Office.  Supervisors are responsible for obtaining parking decals for their part-time staff and adjunct faculty.  Adjunct faculty can obtain a vehicle parking registration form from the Security Office on the Beaufort campus and the Learning Resources Center at the New River campus.  Students may obtain decals during Registration or during the semester from the Student Records Office at the Beaufort campus and the Learning Resources Center at the New River campus.

**Safeguarding Property**
Each individual employed by the college is responsible for the security of all college property in his/her custody.

**Service Animals**                                             **TCL PROCEDURE 3-2-107.1**
The South Carolina Technical College System is committed to providing equal access to employment and educational opportunities for persons with disabilities. In keeping with these commitments, service animals are permitted on college property for persons with disabilities in accordance with relevant state and federal laws and the requirements of this procedure.

Service animals are allowed to accompany their handlers at all times and in all facilities and programs on campus, except in areas where specifically prohibited due to health, environmental or safety hazards (e.g. laboratories, mechanical rooms, machine shops, custodial closets, and areas where there is a danger to the animal.) The College may not permit service animals when the animal poses a substantial and/or direct threat to health or safety or when the presence of the animal constitutes a fundamental alteration to the nature of the program or service. The College will make those determinations on a case-by-case basis in alignment with current state and federal laws.

Any student who is not satisfied with a decision made concerning a purported service animal or emotional support animal may file a written complaint using the SC Technical College System's Grievance procedures outlined in SCBTE 3-2-106.3.

**Soliciting**
Solicitations are not permitted on campus. Anyone soliciting for funds or attempting to sell merchandise should be reported to the Vice President for Administrative Services. Solicitation and distribution by college employees during working time both in working and non-working areas for any purpose other than official TCL business is prohibited.

**Stolen/Missing Equipment**                                   **TCL PROCEDURE 5-1-502.6**
In order to ensure that proper action is taken in the case of stolen college property, it is necessary that the incident be reported to the Vice President for Administrative Services and to a Security Officer as soon as the theft is discovered.

**Vending Machines/Food on Campus**
Vending Machines are located in Buildings 2, 4, 10, 12, 14, and 15. Frozen foods and microwave services are available in Building 12. Fresh coffee, cold drinks and snacks are available in the TCL Bookstore in Building 12. Vending machines and microwave services are also available at the New River Campus in the Student Lounge area. Vending machines not working properly should be reported to the Bookstore. The Bookstore will refund money.

**Work Orders**                                                **TCL PROCEDURE 5-1-502.8**
If it is necessary to have routine maintenance work performed on equipment or facilities, service can be expedited by emailing your request to support@tcl.edu through the division dean or administrative assistant. For routine requests, at least seven (7) business days should be allowed. The types of work requests should be simple repairs, removal of items, installation, relocation, replacement, reworking, and inspecting. Work orders need not be submitted for major items such as painting a room since these are included on the college's deferred maintenance plan and will be addressed as funding is available. The Business Office will assign a ticket number and forward the work order to the supervisor responsible for accomplishing the request. Emergency work needing immediate attention should be communicated directly to the Business Office (843-525-8249) with approval of the Vice President for Administrative Services.
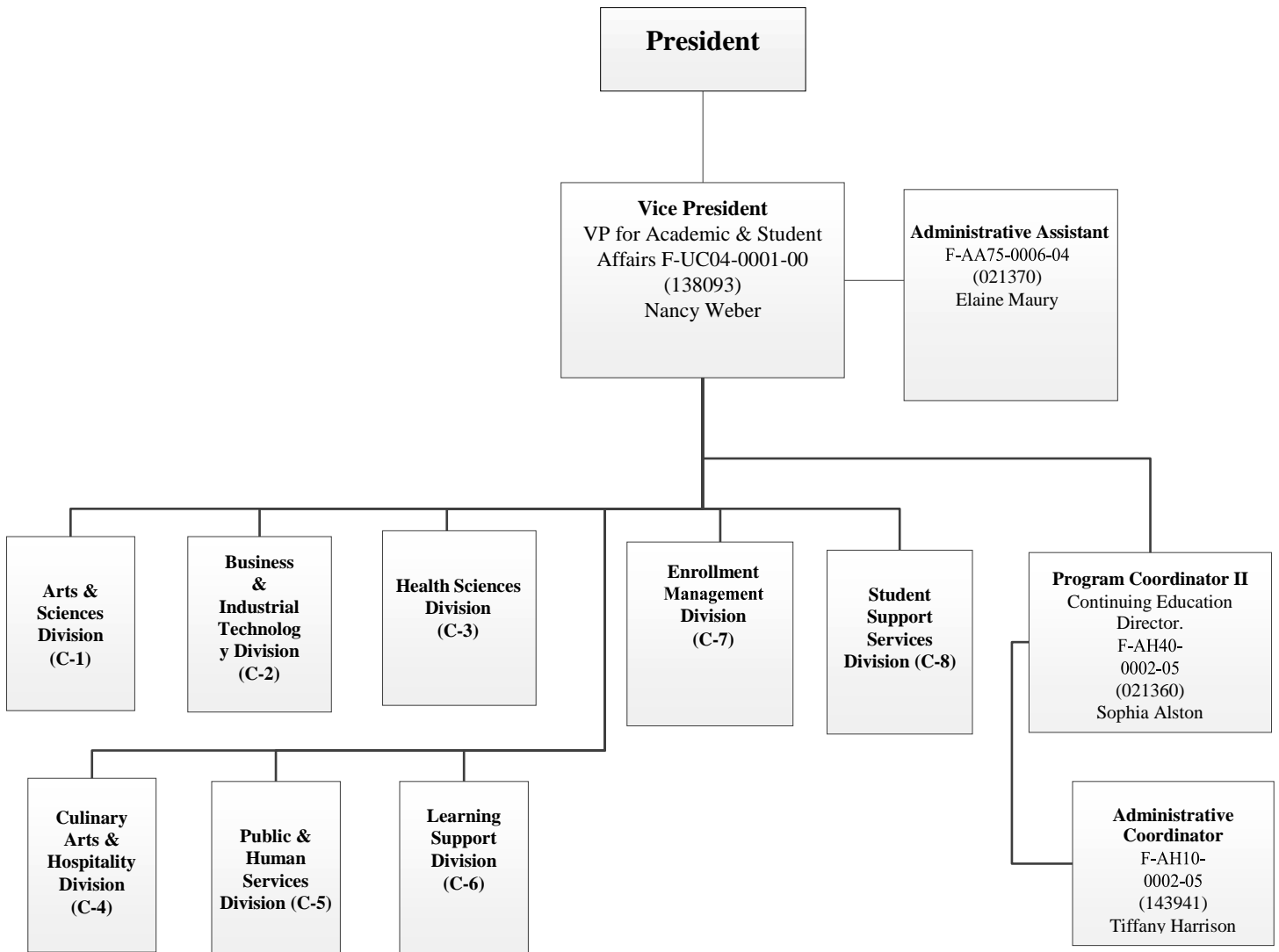
# APPENDIX A

# TCL ORGANIZATIONAL CHART

# Technical College of the Lowcountry
# Organization Chart

**Academic and Student Affairs Division**
**(B-1)**

President

**Vice President**
VP for Academic & Student
Affairs F-UC04-0001-00
(138093)
Nancy Weber

**Administrative Assistant**
F-AA75-0006-04
(021370)
Elaine Maury

**Arts & Sciences Division (C-1)**

**Business & Industrial Technology Division (C-2)**

**Health Sciences Division (C-3)**

**Enrollment Management Division (C-7)**

**Student Support Services Division (C-8)**

**Program Coordinator II**
Continuing Education
Director.
F-AH40-0002-05
(021360)
Sophia Alston

**Culinary Arts & Hospitality Division (C-4)**

**Public & Human Services Division (C-5)**

**Learning Support Division (C-6)**

**Administrative Coordinator**
F-AH10-0002-05
(143941)
Tiffany Harrison

# APPENDIX B

## *Campus Maps*

## **Beaufort Campus Map**

## **&**

## **All Campus Locations**

http://www.tcl.edu/campuses-maps

# Beaufort Campus Map



## Main Campus Beaufort

Bldg 1 Owen Hall - Assessment and Placement Center

Bldg 2 Coleman Hall - Admissions
Career Planning/Job Placement Center
Criminal Justice Technology
Financial Assistance • Front Desk
General Business Program • Paralegal Program
Research & Planning • Cashier
PILAU Program
Student Records • Student Success Center • TRiO Programs
Vice President for Student Affairs

Bldg 3 Anderson Hall - Business Office • Conference Room • Personnel
Purchasing • Vice President for Administrative Services

Bldg 4 Health Sciences

Bldg 6 Distance Learning • Early College Credit Opportunity • President
TCL Foundation • Vice President for Academic Affairs

Bldg 8 Moor Hall - Future Administrative Offices
Building scheduled for renovation

Bldg 9 Academic Support Center • Arts & Sciences

Bldg 10 Biology • Chemistry • Cosmetology
Early Childhood Development Program • Physical Therapist Assistant Program

Bldg 11 Security

Bldg 12 Maclean Hall - Auditorium • Boardroom • Bookstore
Learning Resources Center/Open Lab • Grants Administration • Public Relations • Student Center

Bldg 13 Storage

Bldg 14 Computer Technology • Electronics Technology

Bldg 15 Business Technologies • Heating, Ventilation & Air Conditioning • Office Systems Technology • ReadySC • TCL Campus Counselor

Bldg 16 Building Construction Technology • Civil Engineering Technology • Computer Assisted Design (CAD)

Bldg 19, 26 Physical Plant/Maintenance Office • Receiving

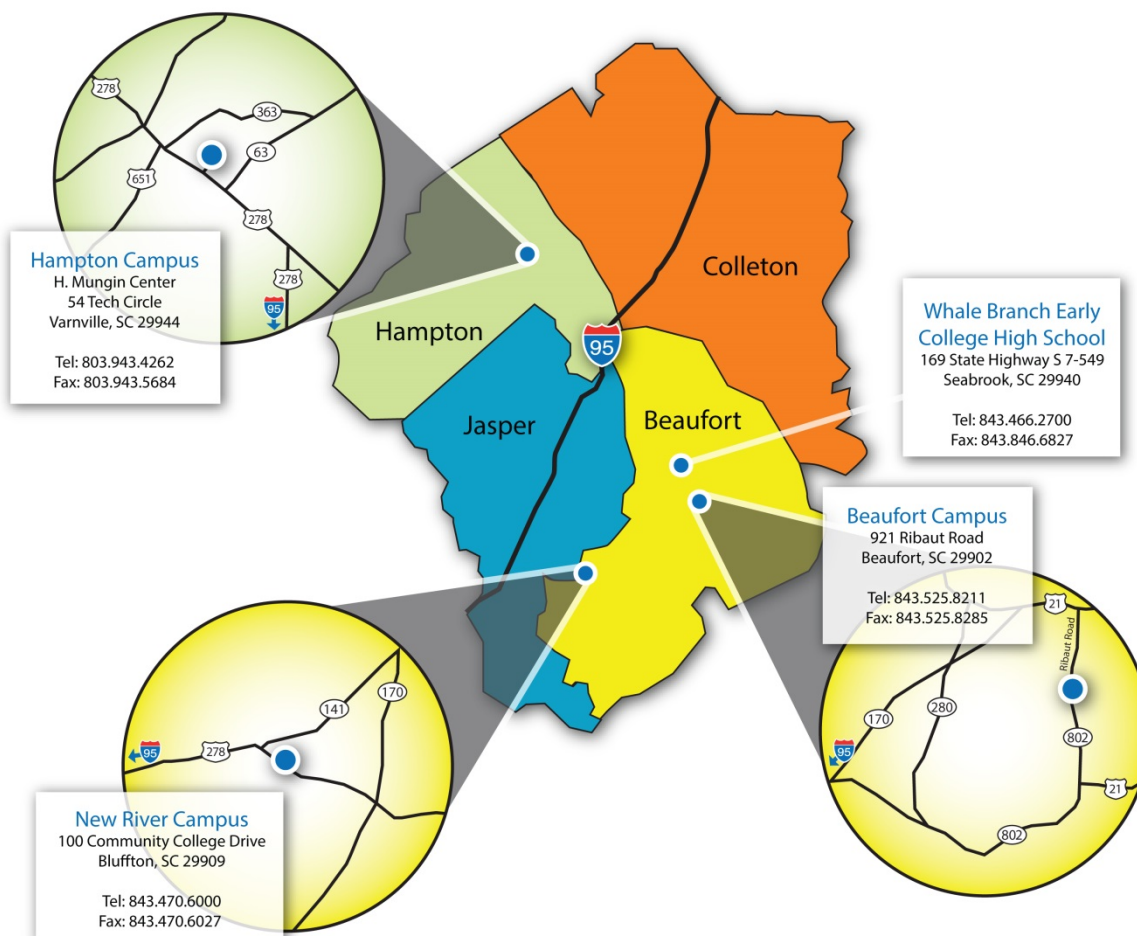Bldg 20, 21 Greenhouses

Bldg 22, 23, 24 Continuing Education & Workforce Development • Institutional Advancement

# Campus Locations



**Hampton Campus**
H. Mungin Center
54 Tech Circle
Varnville, SC 29944

Tel: 803.943.4262
Fax: 803.943.5684

**Whale Branch Early College High School**
169 State Highway S 7-549
Seabrook, SC 29940

Tel: 843.466.2700
Fax: 843.846.6827

**Beaufort Campus**
921 Ribaut Road
Beaufort, SC 29902

Tel: 843.525.8211
Fax: 843.525.8285

**New River Campus**
100 Community College Drive
Bluffton, SC 29909

Tel: 843.470.6000
Fax: 843.470.6027

**Other Offices**

**MCAS Beaufort Merritt Field**

BLD 596 (Library/Education), Room 107A

Tuesday & Thursday, 8 a.m. to 5:00 p.m. / Phone: 843-228-7494

**MCRD Parris Island**

BLD 923 (IPAC/Education), Room 30

Monday & Wednesday, 8a.m. to 5:00 p.m. / Phone: 843-228-2659

# APPENDIX C

# A Quick Guide for Adjunct Faculty

# TECHNICAL COLLEGE OF THE LOWCOUNTRY

# A QUICK GUIDE FOR ADJUNCT FACULTY

2020 - 2021

# TABLE OF CONTENTS

# ADJUNCT FACULTY "TO DO" LIST

## Before the semester begins:

- ❐ *Complete your employment packet*
    - o *A background check must be completed before you can teach.*
    - o *Your official transcript must be in your personnel file before you can teach.*
- ❐ *Establish your tcl.edu email address and Self-Service account.*
    - o *Call your division administrative assistant to make an appointment.*
    - o *Initial set-up of email account and Self-Service must be done on a TCL computer.*
- ❐ *Sign your contract*
    - o *Call your division administrative assistant to make an appointment.*
- ❐ *Complete a Vehicle Parking Registration Form.*
    - o *In Beaufort – Form can be obtained in Security Office (little building in parking lot by Bldg. 9).*
    - o *In New River – Form can be obtained in the Library/LRC.*
- ❐ *Obtain a TCL ID card*
    - o *Complete ID form.*
    - o *In Beaufort – go to Student Records, Bldg. 2.*
    - o *In New River – go to the Library.*
- ❐ *Prepare your course syllabus and e-mail to your division administrative assistant.*
- ❐ *Establish routine for checking TCL email daily.*
- ❐ *Review Academic Calendar for important dates: 1st class, 10th calendar day, withdrawal deadline, holidays, last day of classes, exam schedule, and grade due date.*
- ❐ *Download class rosters from Self-Service for first day of class.*
- ❐ *Know and enforce course prerequisites.*

## *First ten calendar days (not class days)* **of the semester:**

- ❐ *After the section Swap period, check rosters for accuracy. Refer to Registrar any students attending but not on official roll.*
- ❐ ***All Drops where students attended at least one class must be reported with the Last Date of Attendance (LDA).***
- ❐ *All **never attends** must be reported in your Self-Service by the 10th **calendar** day of the semester.*
- ❐ *Turn in a printed copy of your roster to your division administrative assistant after submitting your never attends through Self-Service.*

## After the semester starts:

- ❒ *If a student attends class after you dropped the student for never attends*
  - o *Determine whether or not the student can complete the course successfully.*
  - o *If you wish to re-enroll the student back into class, complete and submit documentation to the dean.*
- ❒ *If a student requests to withdraw from the class*
  - o *You may withdraw them through Self-Service.*
  - o ***You must submit the student's last date of attendance.***
- ❒ *If a student has excessive absences, you must withdraw the student or provide written documentation concurrent to support not withdrawing the student*
  - o *Withdraw the student through Self-Service.*
  - o ***You must submit the student's last date of attendance.***
  - o *"W" is given before midterm.*
  - o *"W", "WF", "WP" can be given after midterm.*

## End of the semester:

- ❒ *Submit grades online through Self-Service.*
- ❒ *Print out grades and make copies and turn in to division administrative assistant.*
- ❒ *Keep copies and supporting documentation for at least three years.*

# REQUIRED FORMS

*SAMPLE*

## TECHNICAL COLLEGE OF THE LOWCOUNTRY

### Identification Card For Temporary Employees
### (Staff & Adjunct Faculty)

TCL Policy 5-1-514 states that all students and employees are required to have identification cards. The I.D. can be obtained in Student Records in Building 2 (Coleman Hall).

Please allow three days for the Personnel Office to receive and process your paperwork before visiting the Student Records Area for your I.D.

### TAKE THIS COMPLETED FORM TO STUDENT RECORDS

Supervisor must complete this form. Print clearly.

**Name of Temporary Employee:** _____

**Title:** _____

**Date of Hire:** _____

**Supervisor:** _____ **Division/Dept:** _____

**Supervisor's Phone Extension:** _____

Special information needed on ID (CE & Health Sciences temp. employees require specific information on ID):

_____

_____

_____

_____     _____
**Signature of Supervisor**                    **Date**

**NOTE TO SUPERVISOR:** It is the supervisor's responsibility to obtain the ID card from the temporary employee and return it to Human Resources at the end of the temporary employment. The ID will be placed in the individual's HR file.

**NOTE TO STUDENT RECORDS:** Please return this form to Human Resources for tracking purposes of ID cards issued.

# VEHICLE PARKING REGISTRATION

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

PARKING PERMIT #

EXPIRATION DATE

NAME OF PRIMARY DRIVER _____

HOME ADDRESS _____

BUSINESS ADDRESS _____ DEPT. _____

TELEPHONE _____ SOCIAL SECURITY OR STUDENT ID # _____

MAKE OF VEHICLE _____ MODEL _____

YEAR OF VEHICLE _____ COLOR(S) _____

CURRENT TAG # _____ YEAR _____ STATE _____

DRIVER'S SIGNATURE _____ DATE REGISTERED _____

## NOTICE TO DRIVER

NOTIFY TCL SECURITY (BLDG. 11 525.8301 OR 525.8249) IF THIS VEHICLE IS SOLD. A SEPARATE REGISTRATION IS REQUIRED FOR EACH VEHICLE.

# USE OF TECHNOLOGY

## Activating Your TCL Email Account
Arrangements have been made for you to have an e-mail address that is housed on the college's server.  Your email follows this pattern – firstinitiallastname@tcl.edu  for example, Carolyn Howell's e-mail address is chowell@tcl.edu.  **The initial set-up of your email account must be done on a TCL computer.**  Please set up a time with the division's assistant to do the initial set-up.  Once this is done, you will be able to access your account from any computer.

## Accessing Your Email Account Remotely
After you have activated your tcl.edu email address, you may access your TCL email remotely.
1.      Open web-browser.
2.      In the address line type:  **portal.office.com**  (do not put www before the word mail)
3.      For User, type your TCL email address; and type your password.
4.      If all else fails, call the Help Desk at 843-525-8344.

## Activating Your Self-Service Account
Your division's administrative assistant can also help you to activate your Self-Service account.

## Logging onto Self-Service:
1. Go to www.tcl.edu
2. Click on the Self-Service Icon in the center of the webpage.
3. Click "Continue to Self-Service"
4. Click "I agree to these terms and wish to continue to Self-Service"
5. Click on the "Log In" tab on the top right side of the webpage.
6. Enter your first and last name with no spaces and in lowercase letters.
**Do not forget your password!**

IMPORTANT:  Submit a **"HINT"** so you do not forget your password.

## View Your Class Roster
1. *After logging onto Self-Service, click on the "Faculty" tab.*
2. *Click on "Class Roster."*
3. *Select the current Term (i.e. Full Spring Term) using the drop down box and click submit.*
4. *A list of the instructor's course sections is displayed.*
5. *To view a roster click on the box to the left of the course section you wish to view and click submit.*

**Print Your Class Roster**
   1. *Log into Self-Service*
   2. *Click on the Faculty icon*
   3. *Click on Class Roster*
   4. *Print*


**Submit Your 10-Day Roster:**
   1. *Log into Self-Service*
   2. *Click on the Faculty icon*
   3. *Click on Final Grading*
   4. *Select the correct term and then choose your class.*
   5. *10 Day Roster options:*
        a. *Never Attended*
             i. *Check the box for Never Attended*
             ii. *DO NOT put an entry in Last Date of Attendance*


**Student Drop/Withdrawal Paperless Process**
Please be as prompt as possible reporting Student Withdrawals. Students who have missed more than 2 weeks of class (10%) and have not informed you **MUST** be withdrawn from class. **DO NOT** wait until the end of the semester to drop a student who has not been present in class.

- *If a student requests to be dropped from the course, please have them send you an email so you will have documentation of the request.*
- *The **drop/withdraw process** is now **100% paperless**. You will drop and/or withdraw students through Self-Service.*
- *W – Withdrawn*
  WF – Withdrawn Failing
  WP – Withdrawn Passing
- *We ONLY require **Add forms** when a student is added back after they were dropped or withdrawn through Self-Service.*
  This ensures that the "final grading" reports we pull from Datatel are accurate.
- *If a student does not sit for the Final Exam, the student should receive a "W" or "WF" or "WP"*
  ➢ *DO NOT GIVE A STUDENT AN "F" IF THEY DID NOT TAKE THE FINAL EXAM*

# Student "Academic" Misconduct 101

- *Follow all steps in this section.*
- *Copy division dean and division administrative assistant on email and send to Rod Adams, Dean of Students at radams@tcl.edu.*

## What counts as "academic misconduct"?

Student misconduct that may be classified as "academic" includes, but is not limited to: cheating on tests, plagiarism, collusion, copyright infringement, illegal downloading and falsification of information.  All of the aforementioned will call for discipline.  All violations are underlined and must fall within one of the academic dishonesty definitions listed below, while being handled according to due process.

## Academic Dishonesty Definitions

"**CHEATING ON TESTS**" is defined to include the following:

- *Copying from another student's test or assignment.*

- *Using materials during a test not authorized by the person giving the test.*

- *Collaborating with any other person during a test without permission.*

- *Obtaining, using, buying, selling, transporting or soliciting in whole, or in part, the contents of an assignment or un-administered test.*

- *Bribing any other person to obtain copies of or information about tests.*

- *Substituting for another student, or permitting any other person to substitute for oneself.*

- *Cooperating or aiding in any of the above.*

"**PLAGIARISM**" is defined as:

*"**PLAGIARISM**" in an instructional setting occurs when a writer deliberately uses someone else's language, ideas, or other original (non-common knowledge) material without acknowledging its source.*
*In instructional settings, plagiarism is a multifaceted and ethically complex problem. However, if any definition of plagiarism is to be helpful to administrators, faculty, and*

*students, it needs to be as simple and direct as possible within the context for which it is intended.*

*This definition applies to published texts (in print or on-line), manuscripts, or the work of other student writers.*

*Most current discussions of plagiarism fail to distinguish between:*

1. *submitting someone else's text as one's own or attempting to blur the line between one's own ideas or words and those borrowed from another source, and*
2. *carelessly or inadequately citing ideas and words borrowed from another source.*

*Such discussions conflate plagiarism with the misuse of sources.*

*Ethical writers make every effort to acknowledge sources fully and appropriately in accordance with the contexts and genres of their writing. A student who attempts (even if clumsily) to identify and credit his or her source, but who misuses a specific citation format or incorrectly uses quotation marks or other forms of identifying material taken from other sources, has not plagiarized. Instead, such a student should be considered to have failed to cite and document sources appropriately.*

"**COLLUSION**" is defined as:

*"COLLUSION" is assisting another person in an act of academic misconduct.*

"**FABRICATION**" is defined as:

*falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.*

## <u>Due Process Steps for Student Academic Misconduct</u>

**The following steps are <u>required</u>, <u>in this order</u>, when an instructor suspects a student's academic dishonesty:**

<div style="background-color:yellow">

NOTE: Please note that every situation is different, so please review the due process steps carefully before you use them, and if you have any questions before starting the process, contact the Student Affairs Office for assistance in advance.

</div>

Step #1: If an instructor, who has <u>reason to believe</u> that a student enrolled in his or her class has committed an act of academic misconduct, that instructor must meet with the student to discuss the matter.

The instructor may advise the student of the <u>alleged</u> act of academic misconduct and the information upon which it is based. Proceed to Step #2.

Step #2: <u>Do not skip this step</u>. The student must be given an opportunity to meet with the instructor, the academic dean (or his or her designee), and the Vice President for Academic Affairs designee, Rodney Adams. The purpose of this meeting is to give the student an opportunity to refute the allegation.

*Note: Even if the student does not wish to refute the allegation, we must provide this opportunity as described.*

> *Note: Rodney Adams, Associate Vice President for Student Services/Dean of Students, will be designated to address all student misconduct cases that are academic in nature.*

Step #3: If the instructor, after meeting and consulting with the student, the academic dean, (or his or her designee), and the Vice President for Academic Affairs designee, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. **<u>If you find that the student has not engaged in academic misconduct as alleged, no further action is required, and you may stop here.</u>**

An instructor may impose one of the following academic sanctions:

- *Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.*
- *Require the student repeat or resubmit the paper, project, assignment or examination involved in the act of misconduct.*
- *Assign a failing grade for the course.*
- *Require the student to withdraw from the course.*

Step #4:     If the student is found responsible for the academic misconduct, <u>within five instructional days</u> after the meeting, the instructor must submit a written report to the Vice President for Academic Affairs.  That report should include the following:

- *Student's current/updated contact information in your summary including student ID*
- *A summary of the incident*
- *Describe the sanction imposed*

Step #5     The Vice President for Academic Affairs designee (Associate Vice President for Student Services/Dean of Students, Rodney Adams) will mail a certified letter ***to the student's last known address (from the current/updated contact information and student ID provided in your summary)***.  That letter to the student will include the following:

- *A summary of the incident*
- *The instructor's finding*
- *The terms of the imposed sanction*
- *Inform the student that he or she may appeal the decision and/or the sanction by submitting a written request to the Associate Vice President for Student Services/Dean of Students*
- *Instructions governing the appeal process*

Step #6:     If the student decides to appeal the instructor's decision and/or the instructor's sanction, or both, the college will follow the established process for formal student appeals as outlined in TCL Catalog/Student Handbook.

# Instructor Checklist for Due Process

**The instructor must follow these five steps in the order listed:**

☐ *1st Step: I met with the student to advise him/her that I suspect an alleged act of academic misconduct.*

☐ *2nd Step: I gave the student an opportunity to meet with the dean (or his or her designee), Mr. Adams, and me to refute my allegation, and we held that meeting.*

☐ *3rd Step: I determined that the student is either innocent or guilty. I stop here if I determined that the student is innocent.*

☐ *4th Step: If I determined that the student is guilty, I informed the student about my decision and described the sanction that I will impose.*

☐ *5th Step: Within five instructional days, I submitted a written report to the Vice President of Academic Affairs designee, Associate Vice President for Student Services/Dean of Students, Rodney Adams **(with current contact information for the student including student ID)**. At this point, my steps as an instructor end here.*

## Additional Steps . . .

☐ *I understand that the Vice President for Academic Affairs designee, Mr. Adams, Associate Vice President for Student Services/Dean of Students, will send a certified letter to the student outlining the situation and advising the student of his/her right to appeal my decision and/or my sanction.*

☐ *I understand that the student might disagree with my decision and/or sanction and might submit a formal appeal to the Vice President for Academic Affairs, designee, Associate Vice President for Student Services/Dean of Students, Rodney Adams. If that happens, I will be involved in that formal process.*

# SAMPLE EMAIL REQUEST FOR PLAGIARISM

Dear Mr. Adams:

I am sending this email to inform you that I suspect (insert student's name and ID number) of violating TCL's Code of Student Conduct through an act of Academic Misconduct, specifically (insert alleged violation).  As per TCL policy, I have completed Step One, which states that the following must be completed before we move forward:

- I have met with the above referenced student and informed him or her that I suspected him or her of an alleged act of academic misconduct;
- I have shared with the student the information upon which I am basing this alleged act of academic misconduct; and
- I have informed the student that the next step is to have you, as a representative from the office of the Vice President for Student Affairs, arrange a meeting to include (insert student's name), (insert name of academic dean), you and me.  **[Academic deans do not usually attend this meeting although they are more than welcomed to do so.]**

After having completed this discussion with the student, he or she is awaiting your phone call or e-mail.  I informed him or her that I will send an e-mail to you to this effect, and that I will copy him or her in on the email as well.  He or she understands that you will still be contacting him or her so that this matter can be resolved on a formal level.  The student can be reached at (XXX) XXX-XXXX or via email at student@my.tcl.edu.

If you have questions, please do not hesitate to contact me via e-mail or (insert best phone number to contact instructor).

Thank you,


Instructor Signature Block

# ADA Accommodations

- *Only provide what is checked or marked on the accommodations form. If you, as an instructor, provide something that is not listed, then by law we have to continue to provide it. So please only provide what is marked and if there are any questions please contact Rodney Adams at (843) 525-8219 or radams@tcl.edu.*

- *If you have not received an original accommodations form with Rodney Adams or his designee's signature and a student is adamant that he/she was provided with accommodations, please double check your email or speak to the administrative assistant of your division to see if they received the accommodation letter. If not have the students show you a copy of his/her accommodation letters. All students who receive accommodations can obtain copies of their letters to show instructors in case the originals are lost in the mail.*

- *VERY IMPORTANT- If you must discuss accommodations with a student please ensure that it is done privately with no chance of anyone else overhearing the discussion. These papers are EXTREMELY confidential and should not be discussed outside of your classroom with anyone else other than the ADA representatives or the student receiving the accommodations.*

- *Extended Time for Classes and Tests- Extended time means time and a half is given to the student for assignments and tests. However, extended time for class work is provided for "in class work" only (i.e. labs, special assignments) this does not refer to internet classes that may only meet once a week. Internet classes allow ample time for students to complete work. Tests however are a different story. If you are utilizing the internet and a test is timed, then accommodations must be made to ensure that the student get his/her time and a half allotment for the test. Tests provided in the classroom are also given time and a half.*

- *Isolation- If a student needs alternative (solitary) test locations, please remind students that they are to remind you that they want to utilize this option and then instructors have to notify our offices and the testing center within 5 business days so that we can ensure that someone in the testing center is able to provide the test.*

- *Readers- If a student needs a reader, please remind students that they are to remind you that they want to utilize this option and then instructors have to notify our offices within 5 business days so that we can ensure that a reading device or that someone will be available to read the test.*

- *It usually takes up to 30 days to get all paperwork up and running for students who need accommodations, so we attempt to inform students that they need to provide this information within their first week.  Usually by week four of a semester, students will not receive the accommodations until the next semester (unless it is a new diagnosis).*

- *Also, students have to ask for accommodations every semester as it is not automatically carried forward.  They will not have to provide the paperwork again, but our office needs something in writing (preferably from their @my.tcl.edu account) which gives us permission to send the accommodations forms to their instructors for the current term.*

# Student Disability Services

In applying for Support Services and accommodations, it is very important that all students with disabilities recognize that it is their responsibility to request services in a timely manner. Please allow three (3) weeks if requesting taped or electronic text and three (3) weeks to schedule sign language interpreting.

New students at TCL must do the following to receive services:

1. Gather documents establishing the existence of a disability.
2. Make an appointment to see the Disability Services representative who is located at the TCL-Beaufort campus. **Students that attend classes solely at the New River or Hampton campus will also be able to obtain information from the Student Services Manager.** This can be done by calling the office at 843-525-8219. Office hours are 8:00 am-5:30 pm Monday thru Thursday and 8:00 am-11:30 pm on Friday. Appointments may be scheduled by phoning the representative from another TCL campus site; however, meetings and paperwork/forms are in the representative's office at the TCL-Beaufort campus.
3. Complete the TCL Student Disability Services Intake Form. These forms are available from the Office of Disability Services representative: Beaufort Campus, Building 2, Office 203 and can be completed during the initial intake appointment.

Each semester returning students at TCL who have registered with the student disability services representatives should either email, call or come by or call to arrange for accommodations as needed. **The student is required to request accommodations each semester; however, the student's paperwork does not need to be renewed each semester.** Any enrolled student at TCL who has a documented disability that has an impact upon the educational environment is eligible for services from Student Disability Services. Students must provide this documentation at their own cost and effort. The Disability Services Representative reserves the right to deny services or accommodations until such time as the appropriate documentation is provided. The actual services that will be provided are determined based on the nature and severity of the disability, the course requirements in consultation with the student, the disability representative, and academic faculty.

Documentation requirements vary among colleges and institutions. If a student plans to transfer, he/she must be sure to contact the representative at the receiving institution and get information on their documentation requirements and process for applying for services. Documentation is information about the disability provided by a doctor or professional trained in the specific area of disability that services and accommodations are being requested. Documentation can be a letter, report or assessment summary from an appropriate professional that states the disability and functional limitations.

Documentation suggested for some specific disability areas includes the following:

**Attention Deficit Disorder:**  Relevant reports from the diagnosing physician or psychologist or information from current therapist stating the disability and functional limitations.

**Hearing Impairment:**  Physician's statement that includes diagnosis, nature of disability, severity, and functional limitations, or records from public or private school that indicate services were provided.

**Visual Impairment:**  Physician's statement that includes diagnosis, nature of disability, severity, and functional limitations, or records from public or private school that indicate services were provided.

**Psychological Disorder:**  Mental Health Professional's (psychologist, counselor, psychiatrist) statement that includes diagnosis, nature of disability severity, and functional limitations.

**Orthopedic Impairment:**  Physician's statement that includes diagnosis, nature of disability, severity, and functional limitations may be required.

**Other Health Impairment:**  Physician's statement that includes diagnosis, nature of disability, severity, and functional limitations may be required.

**Speech/Language Impairment:**  Report from a licensed speech pathologist stating the diagnosis, nature of disability, severity, and functional limitations may be required.

**Learning Disability:**  Learning Disabilities documentation must include an assessment that meets the following criteria:  An IEP alone is not adequate.  A student must have his/her most current psycho-educational evaluation.

**Student Affairs Resources Guide**
**August 2020**

The Technical College of the Lowcountry is committed to the health, safety and success of our students. This guide is designed as a resource for faculty and staff and provides information about how to seek assistance and report student issues or concerns.

**TCL Security**
Beaufort Campus: 843-525-8301; 843-986-6971 (cell)
New River Campus: 843-470-6006; 843-812-4115 (cell)

**Student Affairs Staff**

| Nancy Weber | VP for Academic/Student Affairs, | 843-525-8244 | nweber@tcl.edu |
|---|---|---|---|
| | Building 2/209 | | |
| Elaine Maury | Assistant to the Vice President | 843-525-8244 | emaury@tcl.edu |
| | Building 2/210 | | |
| Rodney Adams | Dean of Students | 843-525-8219 | radams@tcl.edu |
| | (Title IX Coordinator) | Building 2/203 | |
| Candida Wiltshire | College Counselor | 843-525-8288 | cwiltshire@tcl.edu |
| | Building 2/204 | | |
| Jamie Rivers | Student Development Coordinator | 843-525-8353 | jnrivers@tcl.edu |
| | Building 2/118 | | |

**Disruptive Students/Behavior Issues**

**First, the college does not expect you to assume the role of counselor, therapist, or police officer.** The college has trained professionals who are available to assist you with students of concern. There are various resources available for students. Faculty and staff can play an important role in helping students who are in distress. An expression of concern and compassion can help a student reach out for assistance. Student of Concern referral form (pdf) is located on the web site in Faculty Resources.

> ### Levels of Concern and Response
>
> - *Call 911 when imminent danger of:*
>   - *causing or threatening harm to self or others*
>   - *interfering with the health, safety or well-being of others*
>   - *experiencing a health emergency*
> - *Call Campus Security:*
>   - *Campus demonstrations or impeding freedom of movement of any student, faculty, staff, or guest of the college.*
>   - *Loud, disruptive behavior in classroom, building, or campus area.*
>   - *Any suspicious behavior*
> - *Call/Contact Dean of Students:*
>   - *How to deal with a behavior issue*
>   - *Student of Concern*
>   - *Student Misconduct*
>   - *Academic Misconduct*

**Student Code/Student Handbook**
- Institutional Complaint:  TCL Procedure 2-1-234.1
- Student Grievance Procedures for the SCTCS 3-2-106
- Student Code Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment 3-2-106
- Student Code for the South Carolina Technical College System 3-2-106 (student misconduct and academic misconduct)


## Title IX, Clery Act, Violence Against Women Reauthorization (VAWA)

**Title IX** of the Education Amendments of 1972 ("Title IX), is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public and private elementary and secondary schools, school districts, colleges, and universities receiving any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or **Clery Act** is a federal statute.  The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.

The Violence Against Women Reauthorization Act **(VAWA)** was signed into law on March 7, 2014.  The Act imposes new obligations on colleges and universities under the Campus Sexual Violence Act provision. Under VAWA, colleges and universities are required to:
- Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates;
- Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and
- Adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel.

Any sexual violence/harassment should be reported to the Title IX Coordinator or any of the designated deputy coordinators.


## Counseling Services

TCL employs a full-time College Counselor who is experienced in dealing with problems commonly experienced by college students.  Students often encounter a great deal of stress during the semester. Sometimes the pressures of college, family, and work can be overwhelming. Faculty and staff are encouraged to refer any student they believe would benefit from counseling to the counselor. Your expression of concern may be the tipping point in helping a student who is struggling.  The decision to accept a referral to the counselor rests totally with the student.  Sessions are confidential.  The counselor does not follow up with the faculty member, unless permission is granted by the student.  The College Counselor is also aware of various local resources available in a variety of areas to assist

When to refer:
- Notice change in mood, demeanor
- Distressed behavior e.g. anxiety, irritation, depression, or inability to concentrate
- Heightened apprehension
- Expresses being overwhelmed e.g. family, work
- Possible alcohol or drug abuse as evidence by scent on clothing or breath, red or swollen dilated eyes, disorientation
- Overly emotional

- Inability to concentrate or indication of memory problems
- Falling asleep in classes

<u>How to refer a student to counseling:</u>
- Speak to the student directly, in person, in private about your concerns. A genuine interest or concern is usually accepted.
- Be specific. (*"I have noticed you have all of sudden been absent lately." "I have noticed you have been very withdrawn or sad."*)
- Explain that TCL has a full-time college counselor and services are available at no cost for students.
- Make sure the student knows that the sessions are confidential and appointments are made directly with the counselor.
- If the student is upset, or if you are worried that he or she might not follow through, suggest that he/she make an appointment now. You may even offer to make the call with him/her. Some faculty, staff, and other students have even brought students directly to the counselor or to another student services members. (It is advised to call prior to walking over.) And student affairs staff can also come to your office or another private campus setting to talk with the student if needed.

# Emergency Situations,

# Non-Emergency Situations,

# and

# Emergency Phone Numbers

# EMERGENCY SITUATIONS

**REMEMBER TO DIAL 9 FIRST (for an outside line):**

# DIAL 9-911

# NON-EMERGENCY SITUATIONS

**REMEMBER TO DIAL 9 FIRST (for an outside line):**

# DIAL:

**Beaufort Campus Security:  x 8301 (office)**

**9-843-986-6971 (cell)**

**9-843-525-8301 (office)**

**New River Campus Security:  x 6006 (office)**

**9-843-812-4115 (cell)**

**9-843-470-6006 (office)**

**Mungin Center Office:  9-1-803-943-4262 (Administrative Support)**

Bright-color stickers labeled EMERGENCY with emergency phone numbers are available from the Public Relations office.

Please contact the PR Office, Mark Rand, to have one printed at:

mrand@tcl.edu or 843-525-8231.